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**RAILROAD RATES TO ASBURY PARK**

Below are given the one-way through railroad fares on standard lines, as at present in force, war tax of eight per cent included.

Boston (via boat to New York).....	\$ 7.27
(all rail) .....	9.17
New York (from Pennsylvania station) .....	1.75
(Round trip \$3.16) .....	
(from Hudson Terminal) .....	1.62
(Round Trip \$2.92) .....	
(via Sandy Hook steamer) .....	1.62
(Round trip \$2.92) .....	
Philadelphia .....	2.62
Washington .....	7.03
Chicago .....	29.32
Cincinnati .....	24.15
Cleveland .....	16.98

Denver .....	63.04
Detroit .....	20.90
Kansas City .....	42.04
Omaha .....	44.44
St. Louis .....	33.42
St. Paul and Minneapolis .....	41.01

*Travel Information at the Conference*

Some member of the Travel Committee will be at A. L. A. Headquarters daily, to give information regarding tickets, routes and possible stop-overs returning.

*Post-Conference Trip Omitted*

There will be no special post-conference trip this year. It is suggested that all who find it possible to do so stay on after the conference for a few days of rest and recreation. The hotels will continue their special reduced rates until July 3 for all who stay.

**REPORTS OF SECRETARY, TREASURER, TRUSTEES OF ENDOWMENT FUNDS  
PUBLISHING BOARD AND COMMITTEES, 1918-19**

**SECRETARY'S REPORT**

**A Peace Time Program:** The approaching close of another conference year and consequently the time for another annual statement by the secretary finds the Association facing a peculiar and unparalleled situation. Two years ago in conference at Louisville, we were asking: What can libraries do to help win the war? Can libraries readjust their lines of work and find a place of usefulness in this national emergency? How are we going to find the funds to do the work if there is work for us as librarians to do?

These questions have been answered in the Library War Service which the librarians of the United States have, through their national organization and under its name, been conducting for the past twenty months. Libraries did readjust their work; they did find a task peculiar to their own fitness; and they did find the necessary funds to the undreamed-of amount of practically five millions of dollars, by showing the public they had a

piece of work to do that justified the expenditure and then by asking the American people for the money.

Soon the war work of the Association will be a thing of the past. It has been the most far-reaching work the Association has ever done and its influence and effect should be the most far-reaching experience in the history of the Association or of libraries from their beginning to the present time. How are we going to use this remarkable experience? Are we going to write up its history and then return to our before-the-war status unmindful that the world has changed and that the war has left new problems and brought new opportunities? Or are we going to rise to the emergencies of peace as well as, or better than, we rose to the emergencies of war? And what are these emergencies and opportunities? And can we find the necessary funds to "carry on"—and if so, how, and where? These are the most important questions before the

Association to-day, and we must try to answer them at our coming conference at Asbury Park.

What ought the Association to do if it can get the money? Here are a few of the things; others will occur to all of us:

(1) We ought to have field representatives to assist in the establishment of libraries in states lacking library commissions, not only tax-supported libraries reaching all classes of the community, but libraries in industrial plants, in hospitals, in prisons and other charitable and correctional institutions.

(2) The headquarters office ought to conduct a full-fledged free employment agency to help trustees find good librarians and to help librarians and assistants find positions. There is need for it as evidenced by the measure of success attending what the office has been able to do with inadequate assistance and equipment, and by the recent establishment of commercial bureaus, either independent or in connection with teachers' agencies.

(3) The Association ought to assist libraries, state library commissions and other national organizations in their Americanization work, one of the most vital tasks and problems facing the country to-day.

(4) The Association ought to do a great deal more publicity work than it has done in the past; publicity that keeps the public informed of the service that libraries are prepared to give; and publicity that keeps libraries informed of the co-operative agencies and avenues open to them to promote their work and lessen the expense of doing it. To carry out this program a publicity expert should be employed.

(5) Library privileges should be extended to the vast rural population, now for the most part without access to public books, and the Association and the state library commissions should work in close touch with the Federal and State governments to this end.

(6) All committee work ought to be vitalized by the grant of adequate appropriations, so that committees shall not be

called on to "make bricks without straw." In particular the Committee of Five on Library Service ought to have money enough at its command to conduct a thorough survey—the only kind of a survey that will be worth doing—and then to publish its investigations and conclusions and give them proper distribution.

(7) The headquarters office should collect and tabulate statistical information, that particularly which is helpful in making budgets and in financial statements to a library's constituents, and should be in fact what it now *tries* to be—a veritable clearing house of library information.

All these things, and more, might well be undertaken and energetically pushed, in addition to what the Association now is doing, if it had the means. And the performance of such work would bring a recognition of libraries as an integral part of the educational fabric that would in turn open other doors of opportunity and usefulness.

With the consciousness of these needs and these opportunities a meeting of the Council has been called at Asbury Park to consider the advisability of attempting to conduct a campaign for funds for peace time work of the Association—a meeting of the Council because that is the body to which, according to our constitution, are referred matters of policy, but an *open* meeting, because many other members of the Association should be and will be interested in these important matters.

**Absence of the Secretary:** For the greater part of the time since the Saratoga Springs Conference the secretary has been in Washington, continuing to serve as executive secretary of the Library War Service. He spent four weeks in Chicago in November and December, and returned again the 5th of May to remain until the time of the Asbury Park Conference. It is his present expectation to return to Washington after the Conference and be there probably the remainder of the summer at least.

The routine work at the Chicago headquarters during the year has been in

charge of Miss Eva M. Ford, assistant secretary, and to her, and to Miss Gwendolyn Brigham, the secretary wishes to express his appreciation of faithful and efficient service.

**Chicago Headquarters:** For nearly ten years, since September, 1909, the Chicago Public Library has generously provided free and commodious quarters for the Association, and to the Board of Directors and to the librarian of that institution our thanks and our appreciation in no unstinted measure are again cordially given. Not only free space, admirably situated, but free light, free heat, free janitor service and innumerable other courtesies have been ours, as well as the bibliographical resources of the library and the assistance of the staff in many appreciated respects.

**Membership Campaign:** Feeling that the time was appropriate for increasing the membership of the A. L. A.,—that many trustees and persons interested in but not connected with library work, as well as librarians, heads of departments, branch librarians and assistants, would welcome an invitation to join the national organization—a membership campaign was launched in April on a larger scale than any heretofore attempted.

Mr. Charles E. Rush, of Indianapolis, chairman of the A. L. A. Publicity Committee, spent two weeks with the secretary, helping him “put on” the campaign, and Miss Emma V. Baldwin, of the Brooklyn Public Library, who had had much practical experience with both of the Library War Service campaigns, spent four days with the secretary in helping him plan the campaign previous to Mr. Rush’s coming.

New letterheads, especially printed for the occasion, were employed, and literature was prepared and sent to over 15,000 trustees, 2,400 small libraries, and to over 800 of the chief librarians of the United States and Canada who were already members of the Association, asking for their help in placing the membership appeal before the members of their staffs. A supply of circulars for distribution, ade-

quate to meet the needs, varying in quantity according to the size of the library, was sent with each of these letters. The library commission and the library schools were also asked to help and of course the library periodicals to give publicity. This report is written too early to permit of a full report of the result of the campaign. To the present date (May 27) new members for 1919, most of whom result from the campaign are as follows:

Institutional members.....	16
Annual personal members:	
Trustees .....	57
Librarians and assistants.....	276
Life members (previously annual members) .....	8
Life members (new) .....	5
Total .....	362

The campaign has been worth while, but there are certainly a large number of men and women engaged in library work who ought to be, but are not yet members of the Association. Many of these would join if the matter were brought to their attention—particularly if they were invited by a colleague who is a member. Will not each member of the Association consider himself or herself, a member of the Membership Committee? The campaign is not over. New members are as warmly welcomed and needed as ever. Can not each member who reads this appeal obtain at least one new member before the Asbury Park Conference?

Not only do these additional members increase the Association’s financial resources. More important even than that, they increase its influence, they furnish it with new friends and more friends, they give it the support that comes only with numbers, and the prestige that comes only through the general knowledge that the organization is truly representative of the men and women engaged in the work it endeavors to promote.

The total membership of the A. L. A. at the first of this year was only 3,380.

Can we not double it before the next Handbook is printed?

**Publicity:** Practically no publicity work has been done at the Chicago office during the year, except in the past two or three weeks when the secretary has been at headquarters working on the Asbury Park Conference. But more publicity for the general Association has been given it through the Library War Service than it has ever had before. This publicity has not only included articles in newspapers and in a number of the most widely read magazines but in several books as well as, for example, in Allen's "Keeping our fighters fit," where a chapter is devoted to the A. L. A. War Service, and in Koch's "War libraries and allied studies," where the greater portion of the book deals with our war work. The result is that the American Library Association is better known to-day than ever before. But the public has a short memory, and if library work and the work of the Association are to be kept before the public, continuous publicity is necessary. This can not be accomplished as it should be until the Association has a paid publicity expert, and as soon as funds warrant, steps to employ one should be taken.

Miss Marion Humble, of the Detroit Public Library, a member of the A. L. A. Publicity Committee, is spending several weeks with the Library War Service, in special publicity work, helping the public and university libraries to avail themselves of what the Library War Service offers in relation to the rehabilitation and re-employment of discharged soldiers and sailors.

Indirectly the work is linking up the libraries of the country with publicity work of the Association, and it would be most fortunate if some arrangement could be made for the permanent continuance of a representative of the A. L. A. Publicity Committee at the headquarters office, or, to say the same thing another way, to obtain an A. L. A. publicity expert and have him (or her) keep in very close touch with the A. L. A. Publicity Committee.

**Publishing Board:** As reported in previous years the work of the A. L. A. Publishing Board has occupied a considerable part of the time of the staff. The secretary has, however, spent little time on the Publishing Board's work, because of his absence from the headquarters office for the greater part of the year. The sale of publications and the necessary bookkeeping in connection therewith have been carried on as usual. Sales have kept up nearly to normal, notwithstanding the lack of new publications. Particulars regarding these activities are given in the report of the Publishing Board.

**High School Library Scrapbooks:** The A. L. A. collection of scrapbooks representing the library work as carried on in high schools in all parts of this country has been in constant use the past year. During the summer they were used at Columbia University in connection with the high school library course. In September the collection was divided into two groups in order that more people could benefit from them, one being scheduled in the east and middle-west, and the other in the south and west. In all, twenty-three different sections have had the books. The expressions from those having used them are that they have been most helpful in arousing interest and enthusiasm for this special line of work, and in many cases they were the means of solving knotty problems. In two cases they have been used in outlining plans and equipment for libraries soon to be opened.

The books will be in the high school library exhibit of the A. L. A. at Asbury Park. Requests for the books should be sent to Miss Helen S. Babcock, Austin High School, Fulton and Lotus Sts., Chicago, Ill., before September 1st in order that the itineraries may be made out with the idea of having the distances between places as short as possible. The books are packed in iron-bound trunks, and travel by express, C. O. D., so that each user pays the expressage but one way. The time limit varies from two weeks to a month.

**Addresses and Lectures:** The secretary has been able to accept few of the invitations extended to him to speak to organizations or library schools. He attended the meeting of the Michigan Library Association, at Mt. Clemens, September 17, and spoke on the Library War Service; and lectured at Western Reserve University Library School, December 20, and at the Library School of the New York Public Library, April 4, and has accepted invitation to give two lectures at the University of Illinois Library School the last week in May. He attended "New York Library Week" at Lake Placid in September and the Atlantic City meetings in March.

**Necrology**—The Association has lost by death twenty-one of its members since the last Conference, and their participation and interest in its affairs will be greatly missed. The number includes two ex-presidents of the Association, Mr. Brett and Mr. Green, the latter being a charter member and a life fellow, and two life members, James G. Barnwell and Edith M. Morgan. The list follows:

ABBOTT, ALVARETTA P., librarian Free Public Library, Atlantic City, New Jersey, died April 23, 1919.

BARNWELL, JAMES G., ex-librarian, Library Company of Philadelphia, Philadelphia, Pennsylvania, died February 23, 1919. Life member.

BRETT, WILLIAM HOWARD, librarian Public Library, Cleveland, Ohio, died August 24, 1918.

BROOKS, L. MAY, supervisor of serial department, Leland Stanford, Jr., University, Stanford University, California, died January 7, 1919.

BUSHFIELD, MINNIE L., reference assistant, Western Reserve Historical Society, Cleveland, Ohio, died December 7, 1918.

COLLAR, HERBERT C., head cataloger, Grosvenor Library, Buffalo, New York, died March 14, 1919.

FOULK, WILSON M., state historian and archivist and ex-officio chief, Library of Department of Archives and History, Charleston, West Virginia, died January 25, 1919.

GREEN, SAMUEL SWETT, librarian emeritus Free Public Library, Worcester, Massachusetts, died December 8, 1918. Life fellow.

HEDGE, FREDERICK HENRY, ex-librarian Public Library, Lawrence, Massachusetts, died November 16, 1918.

JAYNE, NANNIE W., librarian Public Library, Bluffton, Indiana, died March 28, 1919.

LEHMAN, REBA F., librarian Lebanon Valley College Carnegie Library, Annville, Pennsylvania, died October 3, 1918.

MALTY, MRS. ADELAIDE BOWLES, librarian in charge St. George Branch and Staten Island Traveling Libraries office, Public Library, New York City, died February 21, 1919.

MORGAN, EDITH MARIAN, formerly of the Chicago Theological Seminary, Chicago, Illinois, died December 1, 1918. Life member.

ROBERTSON, J. P., librarian Provincial Library, Winnipeg, Manitoba, Canada, died April 11, 1919.

SHOEMAKER, HELEN R., librarian in charge Oak Lane Branch, Free Library, Philadelphia, Pennsylvania, died January 8, 1918.

STODDARD, GRACE M., formerly librarian Public Library, Missoula, Montana, died January 5, 1919.

STRANGE, JOANNA GLEED, assistant in documents and economics division, the New York Public Library, died August 23, 1918.

VAUGHT, SALLIE McCORMICK, assistant cataloger, University of Illinois Library, Urbana, Illinois, died October 22, 1918.

WHITE, ALICE G., formerly librarian of the Thomas Crane Public Library, Quincy, Massachusetts, died December 29, 1918.

WILCOX, ETHAN, librarian emeritus, Memorial and Public Library, Westerly, Rhode Island, died February 14, 1919.

WINSLOW, MARY E., children's librarian, Washington Heights Branch, Public Library, New York City.

The following persons had formerly belonged to the association, although not members at the time of their death:

DAVIS, PROF. THOMAS K., died December 24, 1918.

FAIRBANKS, EDWARD T., librarian St. Johnsbury Athenæum, St. Johnsbury, Vermont, died January 12, 1919.

GANLEY, MARIE, superintendent cataloging department, Public Library, Detroit, Michigan, died March 22, 1919.

HAYDEN, REV. HORACE EDWIN, assistant librarian Wyoming Historical and Geographical Society, Wilkes-Barre, Pennsylvania, died August, 1917.

HINRICHSSEN, SAVILLA I., formerly librarian of the Illinois State Library, Springfield, Illinois, died August 27, 1917.

LAWRENCE, HANNAH M., superintendent of branches, Public Library, Buffalo, New York, died October 7, 1918.

MURRAY, NICHOLAS, librarian of Johns

Hopkins University, Baltimore, Maryland, from 1890 to 1908, died December 9, 1918.

ONAHAN, WILLIAM J., formerly member Board of Directors, Public Library, Chicago, Illinois, died January 12, 1919.

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The secretary wishes to express to the Executive Board, the Publishing Board, and to the various committees and to the membership of the Association at large, his very sincere appreciation of the courtesies extended to him and for the cordial relations that make his duties a pleasure.

GEORGE B. UTLEY,  
Secretary.

## REPORT OF THE TREASURER

January 1 to April 30, 1919

## Receipts

Balance, Union Trust Co., Chicago, Jan. 1, 1919.....	\$ 4,278.40
G. B. Utley, secretary, membership dues .....	6,492.80
Trustees Carnegie fund, income .....	2,000.00
Interest on bank balance, Jan.-April, 1919.....	28.22
	<hr/>
	\$12,799.42

## Expenditures

Checks Nos. 128-135 (Vouchers Nos. 1888-1956, incl.) .....	\$5,871.15
Distributed as follows:	
Bulletin .....	\$1,841.54
Committees .....	66.25
Headquarters:	
Salaries .....	1,633.32
Additional services.....	266.65
Supplies .....	270.63
Postage and telephone .....	163.34
Miscellaneous .....	90.50
Travel .....	338.92
Trustees' endowment fund (Life memberships).....	100.00
Committee on Importations (Loan).....	1,000.00
Subscription to W. H. Brett Memorial.....	100.00
A. L. A. Publishing Board, Carnegie fund income.....	2,000.00
	<hr/>
	7,871.15
Balance, Union Trust Co., Chicago .....	\$ 4,928.27
G. B. Utley, secretary, balance, National Bank of the Republic.....	250.00
	<hr/>
Total balance .....	\$ 5,178.27

## James L. Whitney Fund

Principal and interest, Dec. 31, 1918 .....	\$413.92
Interest, Jan. 1, 1919 .....	6.12
Twelfth installment, Jan. 30, 1919.....	28.72
	<hr/>
Total .....	\$448.76

## A. L. A. War Service Fund

Receipts, Feb. 10 to April 30, 1919:

Campaign subscriptions .....	\$ 778.96
Sale of camp library buildings and equipment.....	4,957.13
Sale of waste, refunds and miscellaneous.....	2,801.62
Interest on deposits .....	4.14
	<hr/>

Total, on deposit with Chicago Savings Bank &amp; Trust Co.....\$8,541.85

Respectfully submitted,

Chicago, May 21, 1919.

C. B. RODEN, Treasurer.



# REPORT OF THE TRUSTEES OF THE CARNEGIE AND ENDOWMENT FUNDS

The Trustees of the Endowment Fund beg leave to submit the following statement of the accounts of their trust for the fiscal year ending January 15, 1919:

The only change in investments during the year occurred through the investment, on May 7, 1918, of the balance of \$350 in the surplus account in United States of America Third Liberty Loan 4¼% bonds, due 1928, by subscription at par.

The usual audit of the investments and accounts of the trust was, at the request of the chairman of the Finance Committee of the American Library Association, made by Mr. Harrison W. Craver, director of the Engineering Societies Library, of this city.

Respectfully submitted,

EDWARD W. SHELDON,

WM. W. APPLETON,

M. TAYLOR PYNE,

Trustees, Carnegie and Endowment Funds.

New York, May 15, 1919.

## CARNEGIE FUND, PRINCIPAL ACCOUNT

Cash donated by Mr. Andrew Carnegie .....\$100,000.00

### Invested as follows:

Date of Purchase			Cost	Book Value
June 1, 1908	5,000	American Telephone and Telegraph Company 4% Bonds due July 1, 1929, interest January and July.....	96½	\$ 4,825.00
June 1, 1908	10,000	American Telephone and Telegraph Company 4% Bonds due July 1, 1929, interest January and July.....	94¾	9,437.50
June 1, 1908	15,000	Cleveland Terminal and Valley Railroad Company First Mortgage 4% Bonds due November 1, 1995, interest May and November .....	100	15,000.00
June 1, 1908	10,000	Seaboard Air Line Railway (Atlanta-Birmingham Division) First Mortgage 4% Bonds due May 1, 1933, interest March and September.....	95½	9,550.00
June 1, 1908	15,000	Western Union Telegraph Company Collateral Trust 5% Bonds due January 1, 1938, interest January and July.....	108½	15,000.00
June 1, 1908		15,000 New York Central and Hudson River Railroad Company, Lake Shore Collateral 3½% Bonds were exchanged February 10, 1916, for		
	15,000	New York Central Railroad Company Consolidation Mortgage Gold 4% Bonds, Series "A," due February 1, 1998, interest February and August...	90	13,500.00
June 1, 1908		15,000 Missouri Pacific Railroad Company Collateral Trust 5% Bonds were exchanged for		
	15,000	Missouri Pacific Railroad Company First and Refunding Mortgage Gold 5% Bonds due 1923, Series "B," interest February and August.....	104¾	15,000.00
May 3, 1909	13,000	United States Steel Corporation Sinking Fund Gold 5% Bonds due April 1, 1963, interest May and November....	104	13,000.00
Aug. 6, 1909	1,500	United States Steel Corporation Sinking Fund Gold 5% Bonds due April 1, 1963, interest May and November.....	106¾	1,500.00
July 27, 1909	1,000	United States Steel Corporation Sinking Fund Gold 5% Bonds due April 1, 1963, interest May and November.....	102½	1,000.00

The surplus account was increased \$100.00 during 1917 by Premium received on one United States Steel Corporation Sinking Fund Gold 5% Bond called in at 110, making the surplus account \$350.00, invested in Liberty Bonds May 7, 1918, Third Liberty Loan. 4 1/4%.

## 1918

## Disbursements

## 1918

ENDOWMENT FUND, PRINCIPAL ACCOUNT

## 1918

January	15	On hand, bonds and cash.....	\$8,436.84
September	9	Life Membership, L. Weed.....	25.00
September	9	Life Membership, A. F. Whitcomb.....	25.00
September	9	Life Membership, H. H. B. Meyer.....	25.00
September	9	Life Membership, S. Crampton.....	25.00
September	9	Life Membership, C. E. Rush.....	25.00
September	9	Life Membership, C. A. Ross.....	25.00
January	7	Life Membership, F. P. Stockbridge.....	25.00
			<hr/>
			\$8,611.84

## AMERICAN LIBRARY ASSOCIATION

## Invested as follows:

Date of purchase				Cost
1908				
June	1	2	U. S. Steel Corporation Sinking Fund Gold 5% Bonds .....	98½ \$1,970.00
October	19	2	U. S. Steel Corporation Sinking Fund Gold 5% Bonds .....	102⅝ 2,000.00
November	5	1½	U. S. Steel Corporation Sinking Fund Gold 5% Bonds .....	101 1,500.00
1910				
July	27	1½	U. S. Steel Corporation Sinking Fund Gold 5% Bonds .....	102½ 1,500.00
1913				
December	8	1	U. S. Steel Corporation Sinking Fund Gold 5% Bond .....	99⅛ 991.25
January	15,	1914,	Cash on hand, United States Trust Co.....	650.59
				<hr/> \$8,611.84

## ENDOWMENT FUND, INCOME ACCOUNT

<b>1918</b>			
May	3	Int. U. S. Steel Bonds.....	\$200.00
November	3	Int. U. S. Steel Bonds.....	200.00
			<hr/> \$400.00
<b>Disbursements</b>			
<b>1918</b>			
May	3	C. B. Roden, treasurer.....	200.00
November	3	C. B. Roden, treasurer.....	\$200.00
			<hr/> \$400.00

## A. L. A. PUBLISHING BOARD

## Report for 1918-19

The Publishing Board is the only permanently endowed agency of the American Library Association. Its endowment, although small, enables it to issue useful material that could not see the light through ordinary commercial channels because of the practical certainty of financial loss. If any members of the Association have assembled such material, or know of its existence, or if they have realized or heard of a library need that could be filled by a publication, it is their duty to inform the Publishing Board at once. The Board does have occasional aid of this kind but not in the degree that it ought to expect.

Owing to the continuance of the war work and the absence of the secretary from Chicago headquarters during the greater part of the year, the activities of the Board have been comparatively small since the Saratoga Springs Conference. Only one meeting has been held, that at Chicago, December 13, at which a considerable amount of business was transacted, and plans discussed for future work. The undersigned was elected chairman for the ensuing year. The minutes of this meeting were printed in full in the *Bulletin* for March.

The publications of the Board have maintained a steady sale, as shown by the appended statement—in fact, a surprising sale in view of the inactivity of the other features of the work and the natural stimulation always provided in previous years.

**The Booklist**—The increasing deficit which threatened soon to necessitate discontinuance of publication, compelled the Board to increase the price of *The Booklist* at the beginning of the year. The subscription price was accordingly raised from \$1.00 to \$1.50 a year. A further and more radical step was taken in the discontinuance of discount for bulk subscrip-

tions received through state library commissions or otherwise. Not only did the financial situation seem to require this action, but it was believed that the small library, heretofore receiving *The Booklist* free from its state commission, and consequently in many instances regarding it in the complacent attitude bestowed upon free acquisitions, would, if it had to pay the market price, value it and make more use of it than under the former dispensation. Several library commissions filed protest at this discontinuance of reduced rates for bulk subscriptions, but the Board felt that a fair trial should be made of the new arrangement, and that to ascertain whether the measure was a success or a failure would require at least a year. A number of state commissions have continued to subscribe for the small libraries of the state, although in practically all instances the number of copies has been materially reduced.

The total subscriptions to *The Booklist* now are as follows: Bulk to commissions and libraries, billed April 1 to December 31, 1918 (bulk subscriptions being discontinued at end of 1918), 775; retail subscriptions at \$1.00, 1,044; retail subscriptions at \$1.50, the rate beginning January 1, 1919, 2,436; sent to library members and affiliated state associations as part of their membership perquisites, 554; free list, 171; total, 4,980 (as against 5,515 reported last year; bulk subscriptions being greater and retail subscriptions less).

A statement from Miss Massee, the editor of *The Booklist*, is appended to this report.

**Periodical Cards**—During the year the H. W. Wilson Company offered to take over the indexing of all the serial publications which have for a number of years been indexed on cards by the Board, incorporating the indexed material in their *Readers' Guide Supplement*. The Board looked with favor on the proposal and in-

structed the secretary and the editor of periodical cards to ascertain the sentiment of subscribers, authorizing them to accept the offer if reports from subscribers and further negotiations with the H. W. Wilson Company seemed to make this step advisable. Out of a total of 19 complete subscribers only two disapproved; and of the 51 partial subscribers only four opposed the plan. Negotiations were therefore concluded, and the Board is henceforth relieved of all responsibility and connection with this work. The present collaborators in the preparation of indexed material have all promised their continued coöperation in a greater or less degree, and Mr. Merrill will continue as editor.

A report by Mr. Merrill, as editor, is appended.

**New Publications**—Several new publications or revised editions are in preparation.

Miss Stearns' "Essentials in library administration," which has been out of print for some two years, and for which there is a steady call, and which the author has not time to revise, is being revised by Miss Ethel F. McCollough, librarian of the Evansville public library. It will probably be on the market again before the end of the year.

Miss Plummer's "Training for librarianship" (A. L. A. Manual of Library Economy, Chap. 13), considerably out of date since its appearance in 1913, is being revised by Mr. Frank K. Walter, of the New York State Library School.

Mr. Vitz has recently revised his Manual chapter on "Loan work," and it is ready for the printer.

"Library administration," Chapter 12 of the Manual, is in the hands of Dr. Bostwick for revision.

The form of the chapters of the Manual as at first issued differed considerably from each other, especially with regard to the arrangement of material and headings. The Committee on the Manual has now formulated rules for standardization in order that differences may no longer

exist when all the chapters have been revised.

The New York State Library is soon to print a new edition of Zaidee Brown's "Buying list of books for small libraries." The Board will arrange, as in the case of the previous edition, to take over a part of the edition and handle it as a Board publication.

Miss Rathbone is preparing a subject index of some of the more popular books of travel, and she and Mrs. Elmendorf constitute a committee of the Board to consider the preparation of a group of similar bibliographies that have in mind the reading of books rather than their selection or their reference use.

The chairman of the Board, by its request, has in hand the preparation of a handbook on "Business methods in the library."

**After-war Reading Lists**—Mr. J. L. Wheeler, librarian of the Youngstown Public Library, has in preparation a series of about fifty reading lists, which he terms "After-war reading lists," which are to be printed and distributed by the U. S. Bureau of Education, and for which the War Service Committee of the A. L. A. has appropriated \$1,500. The money is being used for the most part in furnishing Mr. Wheeler with clerical assistance. Changes of plan on the part of the Bureau have delayed the lists, but several of them will probably be issued by the time of the Asbury Park Conference.

**Reprints** — The following publications have been reprinted:

- A. L. A. Catalog, 1904-1911. 1,000 copies.
- A. L. A. List of subject headings. 1,130 copies.
- A. L. A. Manual of library economy:
  - Chap. 1, American library history, 2,000 copies.
  - Chap. 10, Library buildings (revised). 3,000 copies.
  - Chap. 20, Shelf department (revised). 3,000 copies.
- Periodicals for the small library, by Frank K. Walter (revised—3d edition). 2,000 copies.

Standard library organization and equipment for secondary schools, by C. C. Certain (reprint from N. E. A. Proceedings, 1918). 500 copies.

Popularizing music through the library, by Arthur E. Bostwick (reprint from Music Teachers' National Association Proceedings, 1918). 200 copies.

ARTHUR E. BOSTWICK,  
Chairman.

### THE BOOKLIST

In summing up the year's work of *The Booklist* we find the same report to make that is made each year—"The books came and *The Booklist* went."

While all the other library activities seemed to change and enlarge their scope *The Booklist* simply carried on. This appears like retrogression until we stop to think that *The Booklist* is a reflection of all the interests, all the currents of thought which find expression in print.

We believe in the power of books, perhaps as librarians we are actually measured by our belief, and *The Booklist* is the printed record of our faith in books. As that faith grows by better understanding, by clearer expression, so *The Booklist* grows in interest and power.

This faith of ours is a constant force so that in the crisis when library staffs were depleted by war work, when special readers departed, when professors were absorbed in S. A. T. C. work, when everybody was busy at something else, still the notes came in, the tentative lists were checked and *The Booklist* was made. It must be admitted that this is in some measure due to the continued and unimpaired activities of *The Booklist* office staff. But our efforts would be nothing except for the work of hundreds of librarians with whom we are proud to be associated in this appraisalment of books for library needs.

MAY MASSEE,  
Editor *The Booklist*.

### A. L. A. PERIODICAL CARDS

The present report, covering the work of indexing the A. L. A. serials since May 31, 1918, is also my final report upon the

printed cards.

Two shipments, numbered 334 and 335, have been sent out to subscribers; they included 402 titles, issued on 28,880 cards, of which 22,950 cards were distributed and 5,930 cards were surplus.

In a communication dated November 22, 1918, from the H. W. Wilson Company, New York, through its president, addressed to me as editor of the A. L. A. cards, an offer was made to include in the *Readers' Guide Supplement* and also in the cumulated volumes, the entries for serials indexed by the A. L. A. Publishing Board on printed cards. The Board, as you know, at a meeting held in Chicago December 13, 1918, at which the matter was submitted, after consideration decided to endorse the plan provided there should not be serious objection, on the part of the subscribers, to dropping the work of printing cards. Circular letters were accordingly sent out to the subscribers and from about one-half of the number replies were received; out of ten complete subscribers replying only two objected to the change proposed, and out of 24 partial subscribers replying four preferred the cards.

No more indexing of the A. L. A. serials will be done, therefore, under the auspices of the Board. Mr. Wilson has asked the present collaborators and the editor to supply copy for inclusion in the *Readers' Guide Supplement* and arrangements to that effect are in progress.

I may state in brief, now that this work has come to an end, that the indexing of serials upon printed cards was begun by the American Library Association in 1898. Serials not elsewhere analyzed on cards and monographic in character have been kept upon the list since that date; serials for which the Library of Congress has, from time to time, begun to issue cards, have been dropped; those also which were indexed elsewhere or were not monographic were dropped January 1, 1916. The latest list includes 231 serials, but of these many have not been received by the

indexing libraries since the war began, and have hence not been indexed.

My connection with the work as editor began in February, 1911, and shipments 268 to 335, a total of 68 shipments, have been edited during that period.

I beg now to offer my resignation as editor of the A. L. A. periodical cards. In doing so I wish to express my appreciation of the uniform courtesy and kindness of

the A. L. A. Publishing Board as expressed toward me from time to time by its members past and present, and especially by the secretary, Mr. George B. Utley, whose advice and assistance have been most helpful.

Respectfully submitted,

WM. STETSON MERRILL,

Editor, A. L. A. Periodical Cards.

#### A. L. A. PUBLISHING BOARD—FINANCIAL REPORT

##### Cash Receipts May 1, 1918, to April 30, 1919

Balance, May 1, 1918.....	\$ 1,802.99
Interest on Carnegie Fund.....	(May, 1918—\$2,000.00)
	(Sept., 1918— 1,500.00)
	(Dec., 1918— 1,000.00)
	(Apr., 1919— 2,000.00) 6,500.00
War Service Committee (appropriation for "After-war reading lists")	1,500.00
Receipts from publications.....	12,131.08
Interest on bank deposits.....	32.27 \$21,966.34

##### Payments May 1, 1918, to April 30, 1919

###### Cost of publications:

A. L. A. Catalog, Supplement, 1904-11 (reprinted).....	\$ 920.00
A. L. A. Catalog, Supplement, 1904-11, storage on plates...	187.50
A. L. A. Publishing Board reports .....	13.20
A. L. A. List of subject headings, 3d edition (reprinted)	
(1917) paid on above stock and work to date Oct.,	
1917) .....	642.58
A. L. A. List of subject headings, storage on 500 copies...	8.00
Booklist .....	2,462.07
Guide to reference books, 3d edition, binding 985 copies..	177.30
Manual of library economy: Chaps. 1 (reprinted), 10 and	
20 (revised), (including storage on plates).....	274.83
Periodical cards .....	228.16
Periodicals for the small library, 3d edition.....	181.85
Popularizing music through the library, Arthur E. Bost-	
wick (reprint from M. T. N. A. Proceedings, 1918)....	15.00
Reading lists:	
Books about America for new Americans.....	93.90
Foreign people in the United States.....	64.75
League of Nations.....	46.91
President's Fourteen peace points.....	318.77
Some popular books on the great war.....	314.99
Standard library organization and equipment for second-	
ary schools, C. C. Certain (reprint from N. E. A. Pro-	
ceedings, 1918) .....	50.00 \$5,999.81
Addressograph supplies .....	85.72
Advertising .....	164.60
Editing publications .....	39.70
Expense, headquarters (1918—a/c).....	2,000.00
Postage and express.....	1,070.77
Royalties .....	500.00
Salaries .....	5,861.18
Supplies .....	978.04
Travel .....	486.79
Balance on hand April 30, 1919.....	4,779.73 \$21,966.34

## SALES OF A. L. A. PUBLISHING BOARD PUBLICATIONS

April 1, 1918, to March 31, 1919

## The Booklist:

Regular subscriptions at \$1.00.....	1,044	\$1,044.00	
Regular subscriptions at \$1.50 (rate beginning Jan. 1, 1919)...	2,436	3,654.00	
Bulk subscriptions (billed between April 1, 1918, and December 31, 1918, reduced rates for bulk subscriptions being discontinued at end of 1918).....	660	330.00	
Additional subscriptions at reduced rate of 50c (rate discontinued at end of 1918).....	115	57.50	
Extra copies .....	1,532	243.70	\$ 5,329.20
Handbook 5, Binding for libraries.....	188	21.55	
Handbook 6, Mending and repair of books.....	330	44.65	
Handbook 7, U. S. Government documents in small libraries.....	338	46.15	
Handbook 8, How to choose editions.....	118	16.11	
Handbook 9, Normal library budget.....	90	12.42	
Handbook 10, Manual for institutional libraries.....	24	5.68	146.56
Tract 2, How to start a library.....	76	3.55	
Tract 4, Library rooms and buildings.....	177	15.19	
Tract 5, Notes from the art section.....	10	.50	
Tract 8, A village library.....	11	.55	
Tract 9, Library school training.....	10	.49	
Tract 10, Why do we need a public library.....	195	6.93	27.21
Foreign lists, French .....	21	5.15	
Foreign lists, French fiction .....	16	.80	
Foreign lists, French literature, recent .....	64	14.96	
Foreign lists, German .....	8	3.90	
Foreign lists, Hungarian .....	8	1.11	
Foreign lists, Polish .....	10	2.43	
Foreign lists, Russian .....	10	4.80	
Foreign lists, Swedish .....	9	2.19	35.34
Reprints, Bostwick, Public library and public school.....	7	.65	
Reprints, Inspirational influence of books in the life of children	31	1.48	
Reprints, Library statistics.....	6	.29	
Reprints, Making maps available.....	21	.99	
Reprints, N. E. A.—List of books for rural school libraries....	763	18.26	
Reprints, N. E. A.—Standard Library organization and equipment for secondary schools .....	145	29.21	
Reprints, Standard library organization for accredited high schools, from North Central Association of Colleges and Secondary Schools .....	1,359	69.43	
Reprints, Some recent features in library architecture.....	7	.34	
Reprints, Some popular books on the great war.....	31,384	361.30	
Reprints, Reading list: President's fourteen peace points...	3,173	33.40	\$ 515.35
Reed's Modern eloquence (cards for).....	4 sets	9.75	
Warner's Library of the world's best literature (cards for)...	61 sets	469.00	478.75
League publications:			
Aids in library work with foreigners.....	33	3.11	
Directions for librarian of a small library.....	100	9.18	
League handbook, 1916.....	17	8.30	20.59
A. L. A. Manual of library economy, chapters as follows:			
1, American library history.....	173	8.24	
2, Library of Congress.....	50	3.42	
3, The state library.....	73	5.06	
4, College and university library.....	89	4.86	
5, Proprietary and subscription libraries.....	43	2.72	



6, The free public library.....	81	4.92	
7, The high school library.....	259	14.73	
8, Special libraries .....	235	11.30	
10, The library building.....	367	24.44	
11, Furniture, fixtures and equipment.....	187	9.55	
12, Library administration .....	61	4.37	
13, Training for librarianship.....	107	7.36	
14, Library service .....	87	5.46	
15, Branch libraries .....	144	10.06	
16, Book selection .....	192	12.77	
17, Order and accession department.....	254	15.09	
18, Classification .....	340	18.35	
20, Shelf department .....	424	36.48	
21, Loan work .....	223	12.29	
22, Reference department .....	101	5.45	
23, Government documents (state and city).....	190	10.06	
24, Bibliography .....	195	10.19	
25, Pamphlets and minor library material.....	294	22.92	
27, Commissions, state aid, etc.....	57	4.04	
29, Library work with children.....	118	8.99	
30, Library work with the blind.....	15	1.40	
32, Library printing .....	90	4.91	279.43
A. L. A. Catalog, 1904-11 .....	195	277.13	
A. L. A. Index to General Literature.....	8	43.20	
A. L. A. Index to General Literature, Supplement 1900-10.....	12	43.20	
Apprentice course for small libraries.....	884	597.52	
Books for boys and girls.....	234	43.72	
Catalog rules .....	498	271.31	
Cataloging for small libraries.....	180	211.20	
Collection of social survey material.....	64	5.98	
Graded list of stories for reading aloud.....	175	16.31	
Guide to reference books, Supplement 1909-10.....	2	.46	
Guide to reference books, Supplement 1911-13.....	1	.36	
Guide to reference books, 3d edition.....	560	1,282.63	
High school list.....	67	31.95	
Hints to small libraries.....	29	20.90	
Hospital list .....	39	9.20	
Index to kindergarten songs.....	9	12.45	
Index to library reports.....	2	1.90	
Library buildings .....	4	.39	
List of economical editions.....	4	1.00	
List of music and books about music.....	23	5.51	
List of subject headings, 3d edition.....	477	1,036.01	
List of 550 children's books.....	23	3.37	
Lists of material to be obtained free or at small cost.....	281	52.69	
Periodicals for the small library, 2d edition.....	1,809	204.36	
Scientific management, List of books on.....	11	1.03	
Shakespeare, Brief guide to the literature of.....	11	5.10	
Special indexes in American libraries.....	157	15.38	
Subject headings for catalogs of juvenile books.....	102	140.10	
Subject index to A. L. A. Booklist, v. 1-6.....	2	.50	
Subject index to A. L. A. Booklist, v. 7.....	2	.20	
Vocational guidance through the library.....	25	2.38	
A. L. A. Bulletin and Proceedings.....	116	46.65	4,384.09
			<u>\$11,216.52</u>

## REPORT OF COMMITTEE ON LIBRARY ADMINISTRATION

### Short Cut Methods and Eliminations

The scope of this report of your Committee on Library Administration may best be indicated by quoting the introductory portion of the letter sent out to all American and Canadian libraries represented in the Association, as follows:

The records of the A. L. A. Library War Service indicate that the librarians and some library assistants of a number of the libraries represented in the Association have seen service in the camp and hospital libraries. Many short cut methods have been used in these libraries serving our soldiers and sailors. It is believed that in some cases at least such briefer methods have been carried back and adopted into the practice of the home libraries, or have modified the methods formerly in use. The shortage of help in home libraries has likewise in some cases forced the adoption of simplified methods and the elimination of some well established processes considered essential in pre-war days. The Committee on Library Administration considers it highly important to collect, digest, and place before the Association information concerning the adoption in our libraries of such briefer methods and the eliminations effected either under the stress of war conditions or for other reasons within recent years.

Your coöperation is therefore asked to the extent of furnishing the committee with a clear statement of exactly what changes, if any, in your practice the war experience (or other stress) has brought to your library. In order to indicate new practice, former practice should also be designated. Please also send illustrative forms.

Although this questionnaire was sent to over 500 libraries, more than 50 of the larger of which had a second letter, replies were received from only 93 libraries; of these 4 reported that they had never received the questionnaire, but have not yet responded to the second sending; 35 had nothing to report or reported that no special changes had in recent years been made in their routine; and only 54 sent substantive reports. Practically all such reports are from free public libraries. Apparently college and reference libraries have

been but little affected by the war; at least not to the extent of abbreviating their methods. Many of the libraries reporting stated that they had habitually followed the shortest and simplest methods consistent with efficiency. Such libraries reported that the war stress had forced a curtailment of work, that is, diminished service to the public, since no further simplification of method seemed possible, and that the effort must now be directed to a restoration of discontinued service.

The straits to which the need for pinching economy has driven librarians is illustrated by this statement of the librarian of a large library who says: "I personally go about the building turning out lights, and make similar small savings."

That the camp library experience is not producing as many suggestions for the simplification of method in normal library work as was expected is illustrated by the report of Mr. J. L. Wheeler of Youngstown, who was largely responsible for the routine employed in most camp libraries. He found that the minimum necessary for efficiency in the camp libraries was much larger than was originally expected, and now that he has gone back to his own library after long experience in several camp libraries and at A. L. A. Library War Service headquarters he feels the conditions are so different in his home library from a camp library that practically none of the camp library practice is applicable to his own home library.

A concrete instance of the difference between camp and city libraries is given by Mr. Purd B. Wright, who says: "The loss of books in any camp library would simply bankrupt a town library."

In spite of the foregoing limitations it is believed that the questionnaire has brought out a substantial body of suggestions that may profitably be summarized for the use of the members of the Association. To give the names of reporting libraries in every instance would unduly lengthen the report. Such identification will be made in cases where it is thought likely that other libraries may wish to

write direct for further details and where a mention of the name of the library will strengthen the argument for the practice. This material is arranged according to the outline that formed a part of the questionnaire and is as follows:

**(1) Book Selection, Ordering, Accessioning**

Several libraries report that the need for economy in book purchases with less time to give to book selection has led to still greater dependence on the A. L. A. *Booklist*. Two librarians who have served in camp libraries state that they have been led to duplicate more liberally technical books and books on Americanization. Brooklyn has bought more of the so-called western type of fiction and more from second-hand dealers. New York has not reduced titles, but has reduced the number of copies, especially of the poorer grades of fiction and has materially reduced replacement orders, believing that too much money had been spent in keeping alive titles no longer needed. Evansville reported an ingenious plan by which clipped copies of the *Booklist*, reviews, and other material are first used in selection and later as aids for classification, cataloging, newspaper publicity, and staff information.

An increasing number of libraries report the discarding of the accession book; others retain it, but with simplification and elimination of items. For example, Newark says that the time of one person has been saved by discontinuing the accession book. Several report that the order cards ultimately become accession cards, numerically arranged, while others (e. g. Denver) are able to use the order card as a combination shelf list card and accession card. Los Angeles uses order sheet numbers, followed by consecutive numbers given to titles on each sheet, in place of accession numbers. Syracuse uses an abbreviated form of loose leaf accession book. Grand Rapids uses accession sheets written on long carriage typewriter. Indianapolis has adopted (with credit to Kansas City) an order card that gives designation of copies to various branches

and departments. New York stamps accession number on book and on invoice and considers that a sufficient accession record. This has resulted in a tremendous saving. Omaha now keeps accession records by bills only.

Easy books for little children are only temporarily accessioned at Cleveland. The accession number is stamped in one place only in the book and in the temporary accession book only the inclusive numbers for the books accessioned at one sitting are added. Gift acknowledgments are usually sent only once a year, even if gifts have been received frequently; acknowledgments of annual library reports have been discontinued.

**(2) Periodicals, Ordering, Checking, Missing Numbers, Making Up Sets**

The congestion of the mails has resulted in much irregularity of periodicals, and many losses which libraries have found great difficulty in having supplied. Several libraries have discontinued during the war the making up of sets and the searching for missing numbers. Several libraries have also cut down their periodical lists, eliminated duplicates, and cut out newspapers altogether. Some libraries with branch systems are binding few or no periodicals for them. Cleveland finds it easier to check and follow up shorts by receiving all periodicals at the central library rather than directly at the branches.

It was supposed that most libraries had long since adopted the plan of ordering practically all of their periodicals through agents. The report of at least one library seemed to indicate that it still ordered all its periodicals direct from the publishers, a practice which involves separate checks in payment for each publication and other wasteful methods and probably does not secure as low rates as can be had through agents. The advance in club rates that takes place each year about November 1 has led several libraries to secure quotations and place orders in October that best prices may be secured.

The Newark Public Library has worked

out an ingenious simplified method for checking periodicals, which cannot well be described more briefly than in the words of the report to the committee:

Sheets of cardboard 11"x15" are covered on both sides with cross-section paper, 5 squares to the inch. The edges of these cards are bound with black passe partout, and on one side of each sheet is bound in a sheet of plain brown paper to prevent rubbing of the pencil marks. These cardboard sheets are laid loosely in a binder. The width of the sheet permits two columns to the page of names of magazines, each followed by 12 small squares, one for each month of the year and for one or more additional squares in which may be indicated by symbols the source from which the magazine is obtained, how distributed, etc. The initials to indicate the months are written across the top, the center and the base of each page as guides in making entries. For a monthly magazine which is received in the current month, the date of receipt only is entered in the proper column. For a magazine received before or after the current month, the entry consists of the date and the initial for the month in which it is received; that is, for a March magazine received April 3 we would write in the March square A3.

For a quarterly magazine a line is drawn across the three appropriate squares, and in this space is written the day and month on which it is received.

For weeklies the date of issue of the first number of each month is written in the upper left hand corner of one of the small squares. The second issue is indicated by a dot in the upper right hand corner, the third issue by a dot in the lower left hand corner, the fourth issue by a dot in the lower right hand corner, and whenever there is a fifth issue, by a dot in the center of the square.

Where more than one copy of a magazine is taken, the title of the magazine is preceded by the number of copies, and two squares are left for monthly journals and five for weeklies.

By this means about 100 magazines are entered on a single sheet, or 1,000 magazines on 5 sheets.

### (3) Classification, Shelf Listing, Cataloging

The European War classification worked out by the Carnegie Library of Pittsburgh is serving its purpose as an excellent short cut aid in many libraries using the D. C.

Los Angeles reports extremely close classification in 300's, 500's and 600's and

the European War. It, as well as many other libraries, is omitting Cutter numbers, except where absolutely essential. There is an increasing tendency to drop call numbers in the case of fiction. Many libraries are also discontinuing the use of copy numbers.

As noted in section 1, many libraries are using their order cards ultimately in their shelf lists. Los Angeles reports the use of a shelf list card with inventory spaces for 11 years' checking.

There appears to be constantly increased use of L. C. cards; in some cases they are even used in the shelf list. In the case of branch systems the multigraphing of cards is common and more of the cataloging work is being done at main libraries. Where a large number of analyticals are required, duplicates of the main card are used, with analyticals typed in. East Orange has duplicate catalog cards typed by untrained assistants (business high school pupils). Washington reports the elimination of many non-essential series cards and added entries.

At Cleveland easy books for little children have been made a separate class and are not shelf-listed, since they are too shortlived to justify full record treatment. Cleveland also omits from the public catalog certain subject entries (music, maps, folk-lore, Orientalia) substituting therefor blanket references to special catalogs in which such material is fully covered. Cleveland also reports increased use of the multigraph in making catalog, book and shelf list cards, and in inserting call numbers and subject headings.

Pratt Institute has adopted a plan by which copies of author cards with simplifications serve as bulletin entries.

Evansville reports that it is able to put books into circulation as soon as they are received and to complete cataloging and other processes when books are not in active demand. Pomona also follows this practice.

### (4) Marking, Plating, Pocketing, Carding

In the place of pasted labels the use of

white ink on dark books and black ink on light books for call numbers has become very common. Los Angeles paints with India ink a band one inch wide on the backs of books where the call number would not otherwise be legible. Some librarians having their own binderies, e. g., Omaha and Washington, report that nearly all call numbers are put on by bindery finishers. St. Louis has discontinued all stamping of plates in books, except in special cases.

There is an increased use of rubber stamps in place of bookplates, especially in the case of fiction and juveniles. Denver uses no bookplates except in the case of gifts. Newark reports a plan for the rapid pasting of bookplates. A smooth board, 12"x18"x1", is used. Paste is spread evenly and quickly on this board with a large brush, plates are laid on, face up, pressed down all at once and picked up with a scratcher. By this means 100 plates may be pasted in twenty minutes. Brooklyn and Washington use pasting machines for the rapid and even application of paste to bookplates.

Los Angeles strengthens book pockets by doubling in at the top. Newark puts in double pockets in the case of fiction, both being pasted at the bottom; when upper pocket is filled it is quickly removed, leaving a fresh one available at once. Several libraries stamp dates directly on fly leaf, instead of on book pockets or date slips. Newark also reports that in the case of all seven day and pay duplicates, rubber stamps reading "Lent for 7 days only" and "Lent for 1 cent a day" are used to mark such fiction at the beginning of the story, on last fly leaf, below title and above pocket; when such books are transferred the words stamped are blocked out, thus saving the original labor of pasting and labeling and the final removal of such labels.

Cleveland reports that formerly when books were rebound pockets were torn out and discarded; now they are carefully removed, filed with book cards and later replaced in books when they are returned from bindery.

#### **(5) Binding, Materials, Methods, Records**

The excessive increase in cost of leather has driven most libraries practically to abandon its use except for very heavy books. In its place buckram and fabrikoid are being used. Cedar Rapids reports that resewing in publishers' cloth has not paid. Pittsburgh, however, reports increased recasing; in rebinding, whenever possible, books are lettered with ink instead of gold leaf. This library also reports using fewer colors in end papers. Boston uses fewer paneled backs. Many libraries are using book cards for bindery records and do not enter binding record in accession book or shelf list as formerly.

#### **(6) Withdrawal Records**

From the reports submitted, the inference is drawn that the separate withdrawal book formerly kept in many libraries has long since been discontinued. Denver and Omaha report that the only record made of withdrawals is the total. Several libraries state that the fact of withdrawal, without giving the cause, is recorded in the shelf list only. Some libraries simply record the date of withdrawal. Cedar Rapids enters date and cause in shelf list and in remarks column of accession book. Washington keeps an author catalog of books the last copies of which have been withdrawn and not immediately replaced, for consultation in case it is proposed to restore a given title.

#### **(7) Circulation, Charging Systems, Overdue Notices, Messenger Work**

Indianapolis has simplified all of its loan rules, issues but one card and permits any reasonable number of books which may be kept 30 days, without renewal, not including current fiction and circulating magazines which are limited to seven days. But one overdue notice is sent and that an oversize post card containing no writing except name and address and requiring but one cent postage (adapted from Kansas City form). Messenger sent three weeks after book becomes due. Fines, two cents a day, plus 25 cents for messenger service.

Washington has changed to one card for all borrowers and issues five books, two of which may be fiction (books issued for two weeks); also one current magazine and an unlimited number of pay duplicates (seven days). Seven-day books are not renewable. One seven-day notice (sealed letter) in place of five-day (post card) and ten-day (sealed letter) notices formerly sent. Messenger sent when book is 14 days overdue. Delivery automobiles are used by messengers in collection work, some of which is done evenings in order to find readers at home. Utica follows the foregoing plan as far as its notices are concerned.

Brooklyn sends overdue notice at end of seven days instead of three as formerly; limits books to two for adults and one for children; charges for reserves increased from two cents to five cents. Pittsburgh sends notices after five days instead of three as formerly.

Newark has discontinued overdue notices and sends messenger with motorcycle side car after three weeks.

Omaha has abolished messenger service; after a second notice list of overdue books is sent to city attorney, who apparently gets the books, since the results are reported as good.

Milwaukee and several other libraries use the telephone largely to secure the return of overdue books. Houston has discontinued the renewal of books by telephone.

Racine reports the adoption of the Sioux City charging system, with modifications.

Waterloo reports the installation of the camp library self-charging system in one deposit station and that the plan will be extended to others.

Any review of short cuts and eliminations in circulation methods is bound to bring to mind the often expressed longing that some accurate mechanical device may be invented for the rapid charging and discharging of books, one that would reduce to the minimum the use of human beings in a process that is largely mechanical and

rather deadening, in order to set them free for intelligent, expert, educational service, at once helpful to readers and stimulating to the mental growth of library workers. Is this not, perhaps, the time for the A. L. A. to seek a solution of this problem, by putting the matter clearly before the library world, asking for working plans of a mechanical device, and if results are not forthcoming within the profession, taking the matter up with some inventor?

#### **(8) Registration, Records, Guarantors**

The practice of issuing cards to men in uniform, without other identification, seems to have been quite general. Libraries in smaller towns have rather generally abolished the requirement of a guarantor. Many libraries in larger cities, though requiring guarantors in the case of minors fifteen to eighteen years of age, require no guarantor where the applicant can be identified from the city directory or comes with a note of introduction from employer.

Cleveland uses a form of membership application requiring merely a reference instead of a guarantor and finds it somewhat more expeditious than the guarantor form.

Omaha reports registration kept in a loose leaf ledger, all entries typewritten.

Washington arranges all original applications alphabetically and also keeps a numerically arranged file giving digest of information on application. This is needed for overdue notice work, etc. It has discontinued the street directory file, the value of which consisted chiefly in the protection against the return of books from homes where there had been contagious diseases.

#### **(9) Reference, Pamphlets, Clippings, Filing, Records**

There appears to be increased utilization of pamphlets and clippings in reference work. The vertical file method of storage is growing in favor, with arrangement either alphabetically by subject or according to the D. C. A number of libraries continue to keep such material in

pamphlet boxes with the books on a given subject.

Newark keeps an information file, consisting of both pamphlets and clippings, self indexing and so marked that obsolete material may be eliminated by a junior assistant; also a separate pamphlet library classified by the D. C. by means of color bands. Economy of space and the elimination of the cost of the vertical file cabinets are claimed for this plan of color band filing.

The University of Chicago Library has found it necessary to draw up rules for the rating and selection of pamphlets and other ephemera with particular reference to their retention in that library, and if retained, the amount of cataloging, classification and binding to be expended on them.

East Orange instances the fact that the U. S. Bureau of Education bulletins are now indexed in the *Readers' Guide*; they are therefore no longer cataloged but kept in pamphlet boxes in the 370's.

At Cleveland, a file of references previously looked up is maintained, including chiefly debate and club topics.

There seems to be a general disposition to cut down reference room statistics of readers, books used, etc.

#### (10) Picture Collection

The reports do not indicate much change in method in handling pictures. An increasing number of libraries are establishing picture collections, though some have been forced to give them less attention during the war. The Virginia State Library has collected much pictorial material on Virginians in the war. Oakland has subdivided subject headings more closely for quicker reference and has specialized on material on different industries.

Newark, where picture work has been developed to a high degree, reports a plan for the storage of miscellaneous picture collection material not for immediate use. Large storage cases have been installed in spaces formerly occupied by book shelves in closed stacks. Built of lumber and

compo board, they occupy the usual space of a book stack. They have partitions of varying widths and heights to suit material of various classes and sizes, and have fronts that lift out in one piece but are dust proof. Material is stored under the same subject headings as in the main picture collection. Material wanted for seasonal use, such as holiday pictures and other reserves, are stored in such a way as to be quickly available. Newark has also applied its ingenious color band method of filing to its fine prints. By this method it is possible to find a given print by looking only at the edge of the mount without disturbing any other print.

Washington stores its picture collection for the most part in vertical filing cabinets. Gray and brown mounts in two sizes, 9½"x10½" and 11"x14", are used and pictures are tipped at each corner with paste. Pictures are filed alphabetically by subject, which is stamped on upper right hand corner of face of mount. Unmounted material is kept in filing boxes in same order as in main collection. For charging, two record slips are written by the use of carbon paper; one is sent with the pictures and the other is filed in record tray under the date the pictures are due.

#### (11) Reports and Statistics

There seems to have been a general disposition to abridge reports and statistical tables, annual, monthly and daily. Several libraries that formerly published elaborate annual reports with many tables of statistics have reduced such reports to a few pages and in some cases have omitted publication altogether. The scarcity of paper and the costliness of printing are no doubt partly responsible for this. In some cases the various statistics have been kept by the libraries for their own information but not given to the public; in others this need for economy in printing has resulted in a diminution of statistics kept.

Your committee believes that too many useless or non-significant statistics have been kept in many libraries. In the prun-

ing process your committee urges that the schedule of uniform statistics adopted by the A. L. A. on the recommendation of this committee be kept in mind and that the statistical activities of libraries be directed along the pathway of the Association's schedule. May we also again urge upon each library publishing a report that, whatever other tables it may publish, it should not neglect to employ the A. L. A. table so far as it is applicable to its particular type of library? It is believed that the figures required do not impose an arduous burden. Comparison between libraries is, we believe, worth while and, although figures are not infallibly truthful, they come as near to truth as we can get.

#### (12) Staff, Training, etc.

A large proportion of the libraries commenting on this item report a serious situation in their staffs due to the war, the high cost of living and the resulting reduced purchasing power of library salaries, already almost universally too low before the war. In some places conditions have been somewhat mitigated by general increases in salaries (e. g., Pomona, \$10 to \$15 monthly throughout the staff) or by bonuses (e. g., Minneapolis, \$100 to those paid \$900 or more, and \$60 to those receiving less than \$900). In many cases the story is like that of East Orange, where professional standards have been unavoidably lowered in filling vacancies and where other vacancies remain unfilled. This is also the case at Cedar Rapids. Brooklyn, habitually having high standards of professional equipment, reports that it has been obliged to have two training classes each year instead of one, that it has employed many more untrained assistants and has increased its clerical force through inability to obtain trained people. It has also been obliged to use substitute help, school teachers, high school boys, for part time to cover rush hours. It has modified its scheme of service to permit more rapid promotions than formerly. Washington has temporarily reduced its training class period from eight months to one or two

months and even so has been able, because of low statutory salaries, to get almost nobody to enter its classes and has even had difficulty in getting untrained people to take library positions.

Cleveland reports that a definitely recognized clerical staff is being developed to relieve the regular library staff of much of the desk and routine work.

Pittsburgh is so fortunate as to be able to report that it is increasing the proportion of its staff having library school training and Milwaukee says that it is raising its standard as fast as the City Civil Service Commission can be persuaded to permit. It has its own training class. Indianapolis reports the establishment of a training class more thorough and inclusive than the average apprentice course, designed to give instruction to the members of the staff who have not had similar training as well as the usual number of beginners. Indianapolis has also started a staff bulletin printed on the multigraph. New York has issued in pamphlet form a new scheme of service, containing careful and elaborate provisions for appointment, promotional examinations, etc. Newark appears to have been able to stiffen its standards for messengers and pages, requiring that all shall have the equivalent of high school graduation and shall take a junior staff training course, the instruction on library time.

During the war, St. Louis has employed women as elevator conductors, but expects to change to discharged soldiers. Washington was obliged to employ several women as janitors during the war.

It is altogether evident to your committee that the low salaries prevailing in library work and not the war are responsible for the present demoralized condition of library service. This committee looks eagerly for the report of the Special Committee to Investigate Salaries and for the constructive work that should follow such a report.

#### (13) Miscellaneous Suggestions

Under this heading the reports included



several features showing reduced service and suggestions for improvements.

Several libraries (e. g. East Orange and Washington) reported that they had been obliged to omit annual or biennial inventories. Minneapolis was obliged to shorten hours and close stations. New York was forced to cut down branch hours, close certain reading rooms, discontinue the reservation of fiction, require borrowers to call for cards, charge five cents when books were returned without cards, and charge ten cents for readers' lost cards.

Indianapolis reports that it has arranged with the Western Union messengers for the quick delivery of books to down town business men, the fee of fifteen cents to be borne by the reader.

St. Paul purchased a stencil outfit (No. 9, manufactured by the National Sign Stencil Company) the use of which in making library bulletins has cut down the time at least one-half and improved them artistically.

From several interesting suggestions sent by Cleveland the following are extracted:

For the past two summers, and regularly since January 1, 1919, our branches have been closing for the weekly half-holiday, some closing at 1 p. m. on Friday and some at the same hour on Saturday, the entire staff taking their half-holiday on this day. This enables the branches to operate on a slightly smaller staff and also makes a schedule which is less wearing on the staff. Branches are now all closed on Sundays. All branches post prominent signs stating that the main library is open on all week days and on Sunday.

Window envelopes are used for practically all form letters sent out by the library.

In printing we have been trying to use less ruling, to avoid the use of two colors and to effect a further standardization of forms. The power multigraph and also a recently acquired multicolor press are still further reducing printing costs, as is the use of electrotypes for standard blanks and forms.

The librarian of Louisville, who has also been librarian at Camp Zachary Taylor, draws the following conclusion:

This experience proves that too much time is given to technical details in pub-

lic library work. At Camp Zachary Taylor there were no permanent branch collections nor were any books designated as belonging to any one branch or station. Books were cataloged and accessioned as one collection and sent to branches and stations as the demand justified and changed as the demand changed. Requests from branches and stations were considered separately but placed in the general collection and sent to the branch or station and changed when the demand ceased. Camp Zachary Taylor experience teaches that this is the proper way to conduct a city library system. It would save time, labor and records in ordering and cataloging if books were bought for one general collection and accessioned and cataloged as one collection, and books sent to branches and stations and returned as the demand is felt. This means that people living in communities supplied by branch libraries would not see the same books on the shelves from month to month. Of course, many books would never return to the main library, such as popular fiction and juveniles which would be worn out, and reference books and standards which would remain indefinitely unless conditions changed.

The librarian of Des Moines after several months of camp library service, describes as follows one plan put into effect as the result of that experience:

You know the work of the officer of the day in an army camp. Last summer our governing council of department heads adopted the officer-of-the-day plan, assigning a different department head each day for inspection and report of conditions in all departments of the library. The reports submitted were read weekly at our regular meetings of department heads and resulted in greatly improved conditions in all parts of the building. By following the army plan and having the inspection made by a different person each day, the reports were naturally varied in character. All reports submitted were fair and impartial, as the department head would have an opportunity to "come back" in her later report. Incidentally through these enforced trips of inspection every department head gained a better appreciation and understanding of the work and problems of the other departments.

The chief value of this report will perhaps be to show some librarians that they are still keeping an excessive number of elaborate records, and that there is good

precedent in the practice of progressive libraries for the elimination of many records and processes formerly considered essential.

### Can Libraries Capture and Hold Returned Soldiers?

It had been originally expected to cover in this report not only the subject of short-cut methods and eliminations but also to investigate the question of what the home libraries were going to do to make sure of capturing and holding the boys as they come back from the war, after having made, in many cases, large use of the camp libraries either under the stress of a desire to fit themselves to be efficient fighting men, or because of loneliness. Also the further question as to how we are going to capture and hold other boys of the same general type, most of whom, we must confess, never come near our libraries. Although we have not investigated this subject by means of our questionnaire, we should like to throw out the following suggestions:

American libraries have been advertised for the past year or more as never before. The library idea comes nearer being on the map than it has ever been. Our hope is to get it firmly planted there. To that end we wish to ask ourselves and our colleagues the following questions:

1. Are all of our American libraries prepared to produce the goods?
2. Are regulations as liberal as possible so that unnecessary restrictions will not interfere with securing library privileges without too much red tape, etc.?
3. Are books supplied in response to a demand without delay?
4. Are technical and trade books ready in advance of the expected demand?
5. Books of travel unrelated to the war ought to be supplied and advertised, on England, France, Germany, etc.; are they?

It would seem that libraries will undoubtedly be much more generally used and not only by soldiers and sailors, but by all those that have seen the A. L. A. advertisements. This means that our own

home libraries should advertise more than ever, while attention is being drawn to them—advertise not only books which may seem obvious to most people, but pamphlets, maps, magazines, etc.

What are we going to do about it?

Respectfully submitted,

GEORGE F. BOWERMAN, Chairman,  
C. SEYMOUR THOMPSON,  
BEATRICE WINSER.

### REPORT OF COMMITTEE TO INVESTIGATE SALARIES

The report of the Committee to Investigate Salaries consists of four parts, as follows:

- I. City and County Libraries, and General Observations, by Everett R. Perry, chairman of the committee.
- II. The College and University Library, by Azariah S. Root (prepared at the request of Adam Strohm, member of the committee.)
- III. State, Mercantile and Endowed Libraries, by Mrs. Harriet P. Sawyer.
- IV. Government Department Libraries, by George F. Bowerman.

#### I

#### CITY AND COUNTY LIBRARIES AND GENERAL OBSERVATIONS

#### By Everett R. Perry, Chairman

Before the great war broke out, there was a tendency toward higher prices for all the necessities of life, and with the opening of hostilities this tendency became accentuated. But the full effect was not produced in this country until the United States entered the war. Then the cost of living rose by leaps and bounds. It is conservatively estimated that we pay from 60 to 70 per cent more today to meet the expense of food and clothing and other essentials than we did five years ago.

The classes whose incomes have been advanced most by the war are those engaged in the numerous war industries, both capitalists and laborers—the former on account of unusual profits, the latter because their services have been in such demand to produce the material with

which the war was waged that they could insist on relatively high pay. According to a well known economic law, it is the salaries of the professional classes which in such times rise most slowly, and the reason is not hard to find. When a country is engaged in a struggle for existence, the importance of the contribution made by such a class as librarians is not so readily perceived, though in this war what we have done in helping to maintain the morale of the men during training in this country and even close up to the lines in France has brought quick and cordial recognition from the military authorities.

It certainly can not be said that during the war librarians have unduly pressed upon public attention the fact that some of their assistants were earning barely enough to sustain life. Now that the war has closed they may perhaps be pardoned if they attempt to bring out a few of the significant facts concerning the cost of living and what they are given to live on. The report of this committee represents such an effort. From various kinds of libraries, 219 replies were received to a questionnaire sent out. Those from city libraries will first be considered.

#### City Libraries

*Question 1.* Please state amount of library appropriation for the last fiscal year, and indicate whether it has proved adequate to extend book service to all parts of the city. State percentage of salaries in total appropriation.

The purpose of this question was twofold—to determine whether library appropriations are large enough to place books within easy reach of people in all parts of the town or city served and at the same time pay employees a fair wage. That is, to ascertain whether it is possible for a library to meet the double obligation toward the citizens who support it and toward its employees who make or mar its work. In coming to conclusions the committee necessarily had to depend for the most part on the opinions expressed by

the librarians replying, though it was reluctant to accept such opinions in all cases. When for instance a librarian professes herself satisfied with her appropriation, though it is obviously small for a city of the size she is serving, the committee wonders whether she is fully alive to the opportunities for educational and social work open on all sides. Yet more than a quarter of the city librarians so report. Some librarians, too, seem to be contentedly paying their assistants salaries so small as to make the problem of living by no means a simple one. At least, it seems a fair conclusion that salaries are insufficient when from 30 to 40% only of a moderate appropriation is used for this purpose instead of the 50 to 60% commonly recognized as required. Happily the cases of this kind are not numerous.

Of the 119 city libraries replying to Question 1, 84 pay out 50% or more of their appropriations for salaries; 34 spend less than 50% for this purpose. The lowest salary percentage reported was 28; the highest 78. Low percentages were more commonly found among the small cities; high among the large cities. This would indicate that administration tends to become more costly as the system develops and becomes more complex to meet the needs of the great metropolitan cities.

Summing up the data supplied in answer to Question 1, it appears that those libraries paying 50% or more of their income for salaries do not at the same time have a large enough appropriation to permit universal book service. For, dividing the returns into four classes: (1) libraries paying 50% or more of their income for salaries and reporting such income *inadequate*; (2) libraries paying 50% or more of their income for salaries and reporting such income *adequate*; (3) libraries paying less than 50% of their income for salaries and reporting such income *inadequate*; and (4) libraries paying less than 50% of their income for salaries and reporting such income *adequate*, we find that the first is by far the largest class

and includes 60 libraries; that the last class comes next in number and includes 28; while in the second class there are but 12 libraries and in the third 19. At least if the figures above are not absolutely conclusive, they constitute strong presumptive evidence. The remedy obviously is only through an increase in the total appropriation, for a reduction of salaries in the face of the high cost of living is not to be thought of. On the contrary, in the case even of this class of libraries the schedules of salaries so far as furnished point clearly to the need of a higher scale, as will be brought out later.

*Question 2.* How is library appropriation obtained, through budget appropriation of city council, or through rate fixed in charter or state law, or from endowments or other revenue?

The answers to this question show that the prevailing method of obtaining financial support for our public libraries consists of laying before the city council a budget with a full statement of needs. That body usually has complete power of decision, though sometimes the state law or city charter prescribes a minimum rate which the council is bound to observe. More often, however, when a rate is mentioned it is a maximum and it is optional with the council whether the maximum is assessed. Quite generally the library income furnished through the budget of the council or by tax rate is supplemented by the fines accruing from overdue books. Relatively few of our public libraries have endowment funds.

But this account does not purport to be a complete statement of the different ways in which libraries obtain their support. It is rather concerned with finding or recommending the best way, for it is evident that the prevailing method is none too successful in providing funds large enough for the proper maintenance of our libraries. No better plan has been presented than that outlined in the "Report of the Committee on Relations between the Library and the Municipality" which ap-

peared in the Bulletin of the American Library Association for 1913, pages 243-5. This committee puts itself on record as follows:

The library should be assured of reasonable and sufficient financial support, either through the operation of a special-tax provision or by the requirement of a minimum appropriation by the authorities. In no case should the existence or value of the library be placed in jeopardy by making possible a capricious withdrawal or lessening of support by the local authorities.

Without such safeguards a library is likely to suffer loss of income from time to time, for members of city councils frequently fail to appreciate its value and practice economy at its expense.

*Question 3.* How many attendants (including children's librarians) are library school graduates? How many graduates of training or apprentice classes? How many are college graduates or have had partial college training? How many had no training before entering library work?

NOTE—This inquiry refers to Heads of Departments and assistants of full attendant grade; not to those of lower grade performing only clerical work such as checking of bills, accounting or bookkeeping.

We frequently hear the expression in library circles that librarianship is a profession. If this means that the members of library staffs are supposed to have had universally the advantage of either a college or library school course or both, then the saying will have to be revised. For returns from this question would indicate that only about two-fifths of those on library staffs filling the positions of head librarians, heads of departments and assistants of full attendant grade have taken such courses. Of the remaining three-fifths a little more than half have had the training given in summer courses, in training classes or in courses selected from the curriculum of library schools. Something less than half of this three-fifths, or approximately one-third of the entire number got their training by actually doing the work, that is, had no preliminary training. We think of Massachusetts as

the radiating point of education for the country, but in the libraries of this state there is a surprisingly large proportion of untrained assistants.

It is evident from the preceding that library schools still have ample scope for their activities. It seems also an unavoidable conclusion that thorough training for librarianship must prevail more generally among our assistants before we can expect the same standard of wages to be reached in our profession as in that of teaching. For it is undoubtedly true that the proportion of teachers completing a two- or three-year normal course before beginning to teach is greater than the proportion of librarians finishing a one-year library school course before entering library work. However, the proportion of library school graduates having college degrees probably exceeds that of normal school graduates who have gone through college. With many teachers the normal course has taken the place of college, while many library school graduates had to present a college degree in order to obtain admission to the library school where they were trained or their library school course itself counted toward the degree finally obtained.

*Question 4.* What would be the cost of room and board in your town for a woman who should be in a position to enjoy the social station and amenities worthy of and necessary in the life of the professional class?

This was an easy question to answer and only two libraries replying to the questionnaire failed to supply the information requested. The nature of the question was such that an exact result could be reached. The average cost of board and room in 124 cities was found to be \$49.50 a month. The significance of this fact will become more apparent in the discussion of the replies to the next question, which concerns salaries.

*Question 5.* What are the salaries of public school teachers in your city? What are the salaries of your own library em-

ployees? Please affix schedules graded and classified.

When this question was sent out, it was hoped that the replies would come back in such form that it would be possible to compile from them a comparative table of teachers' and librarians' salaries, this table also to include the cost of room and board, thus bringing out in the clearest fashion the proportion of salary paid, it might be said, to keep alive. But on examining the statistics furnished it soon became evident that they could not be simplified sufficiently and reduced to such form as would permit of any close comparison. There were too many classifications and variations of classification in the different grades of both the school and library service. In a certain proportion of cases, too, the answers were incomplete, rendering any kind of comparison out of the question. Nevertheless, after making allowance for all this, enough information was at hand to enable the committee to reach some general conclusions which will be of interest to librarians.

First, there will be presented the salary figures for certain cities which may be regarded as typical, and in the case of which all the data is set forth so definitely that comparisons are not difficult. The cities chosen are not confined to any one section, but cover the whole country.

Comparison between library assistants and elementary school teachers and between heads of departments and high school teachers is fair. That is, from the point of view of value of service rendered to the community, there is approximate equality in these cases. It will be interesting to keep these comparisons in mind in going over the statistics which follow.

Take first one of the smaller cities of a state on the Atlantic Coast. Here the grade teachers have a salary schedule of \$850 to \$1,500 yearly; library assistants, from \$600 to \$700; high school teachers, from \$1,000 to \$3,000; heads of library departments, from \$1,000 to \$1,500.

In a city of about 200,000 population in the same section of the country, elementary school teachers receive from \$675 to

\$1,050 annually; library assistants from \$650 to \$975; high school teachers from \$1,000 to \$2,200; first assistants in the library (presumably heads of departments), from \$1,000 to \$1,550. Principals of high schools receive nearly as much as the head librarian, the figures being for them \$3,250 to \$3,750; for him, \$3,800. It is not stated how much the superintendent of schools is paid.

A city in the south reports salaries for elementary teachers of \$720 to \$900; for library assistants of \$720 to \$780; for high school teachers, \$960 to \$1,800; for heads of departments, \$900.

In a city of Texas the following schedules prevail: For grade teachers, \$816 to \$1,056; for library assistants, \$660 to \$960; for high school teachers, \$1,176 to \$1,464; for heads of departments, \$900 to \$1,080.

In a middle western city of about 100,000 people, the schools pay their grade teachers, \$600 to \$1,200; the library pays its assistants, \$600 to \$840. High school teachers' pay begins at \$1,000 and reaches a maximum at \$2,000; heads of library departments, \$1,080 to \$1,380.

In a large city of the Mississippi valley, grade teachers receive \$725 to \$1,500; library assistants, \$660 to \$960; high school teachers, \$1,320 to \$2,480; heads of library departments, \$1,200 to \$1,880.

In one of the Iowa cities, the schedules run as follows: Grade teachers, \$900 to \$1,200; library assistants, \$660 to \$900; high school teachers, \$1,200 to \$1,600; while the head children's librarian has a salary of \$1,080 and the librarian herself but \$1,500.

The next comparison is from a city in the Rocky Mountain region, where the elementary school teachers are paid from \$840 to \$1,260; library assistants, from \$600 to \$1,080; high school teachers from \$1,000 to \$2,200; heads of library departments from \$1,020 to \$1,680.

In two small California cities, grade teachers enjoy a schedule of \$680 to \$1,260; while library assistants receive from \$600 to \$780; high school teachers are paid from \$1,200 to \$2,000, and heads of library departments from \$780 to \$1,080, the last named figure representing also the pay of the head janitor.

A large city on the Pacific Coast rewards its teachers and librarians as follows: To grade teachers, \$921.60 to \$1,440; to library assistants, \$780 to \$1,080; to high school teachers, \$1,200 to \$1,680; to heads of library departments, \$1,080 to \$1,560.

The comparison might be continued indefinitely, but those selected will answer

as well as a larger number. They show that for work of much the same degree of responsibility and needing as much preparation, if justice is to be done the work, the salaries paid to teachers largely exceed those received by librarians, the percentage of difference varying greatly; and an examination of the data supplied by other libraries would only strengthen this conclusion. Now school boards in all parts of the United States are actively engaged at the present time in campaigns designed to secure larger appropriations, a generous portion of which are intended for the advancement of teachers' salaries. This is only right, for the pay of teachers has always been small enough and with the increase in cost of living necessities it has become insufficient. But if the teachers feel pinched and find it difficult to make both ends meet, what about the unfortunate library assistants who are attempting to eke out a living on much smaller pay? Who is to take up arms in their behalf and secure the much needed advances?

So far as reported by about 125 city libraries, the average minimum monthly wage paid to young women entering library work is \$57 a month. The same libraries place the cost of board and room at \$49.50 a month. Assuredly this leaves little for clothing, to say nothing of recreation and self-education. If attendants that have training could be separated from those that have none before becoming librarians, it would be found that the untrained are receiving less than the cost of board and room, while the initial salary of the trained would probably not exceed \$65. Stenography with its far less searching requirements and shorter period of preparation yields a larger return. It cannot be expected that librarianship will attract the type of young women who will make a success of it in the fullest measure and place the service of libraries on the high plane that will insure efficiency and popular support until the rate of compensation corresponds more nearly with the value of the work performed for the community.

There are some measures which, if adopted, would clearly substantiate our claim that librarianship is a profession and as such worthy of higher pay, and these can, perhaps, more easily be put into force in the large libraries where the effect of them would be more far-reaching. For instance, if a distinction could be made between the purely clerical work in large libraries and that of a higher grade such as reference, children's work, and the more responsible positions in the catalog department, and if our claims for professional recognition were based on the higher type of work, it could not be said that librarianship does not demand professional attainments. For it is evident that all the knowledge acquired in a college course, and all the skill in the use of the books gained at a library school is needed by the reference librarian, by the worker with children or by the cataloger, who works with the needs of the scholar in mind. The value of distinguishing between true professional work and clerical duties has been emphasized quite forcibly in the paper read by Miss Emma V. Baldwin, of the Brooklyn Public Library, at the recent meeting at Atlantic City, and is further dwelt upon by an editorial in the May number of *Public Libraries* which reviews Miss Baldwin's paper.

Another aid would be the adoption of certain standard requirements for admission to library work. So long as the idea is allowed to persist that no special training is needed for this work and that it is entirely possible to master it in a few months by performing the routine tasks, no general recognition of its value can be expected from the taxpayers. It must be raised to a higher plane by the demand on the part of librarians themselves for a more thorough preparation by their assistants.

In what has preceded, little has been said about the salaries of chief librarians and it is not the intention to discuss them at length in this report, in which the emphasis is placed on the poor rate of pay

prevailing in the lower grades where the need of relief is the greatest. But relative to the responsibilities which chief librarians have to carry, the pay is most inadequate, and this is true both at the top and the bottom of the scale. Certainly, our national librarian with his complicated duties of serving Congress, administering a highly specialized institution with many departments, and organizing undertakings of national scope should receive something more than the nominal salary of \$6,500. Again, it must be conceded that the services of librarians at the other end of the scale, in the smaller cities of 25,000 to 75,000 people, though the field of action is not extensive, are not adequately recognized by a salary of from \$1,200 to \$2,000.

It cannot be claimed that chief librarians have as heavy an executive burden as superintendents of schools. Therefore their compensation should not be as large. It is surprising, however, to learn that more often than not they receive less than the principals of high schools. Devotion to librarianship may keep many of our able executives in the ranks, but the salaries now being paid will not attract the type of man who has the force and initiative not only to make a success in his own city, but with the margin of energy necessary to make his contribution to the advance of the profession in general.

#### County Libraries

Eighteen county libraries filled out the questionnaire, all with one exception located in California. This section of the report, therefore, becomes a brief survey of conditions in county libraries in California so far as they are covered by the questions.

One does not have to examine the replies from these libraries very closely to see that here the situation is more favorable. Without being obliged to pay so large a percentage of the total appropriation for salaries, not only are the salaries themselves better but in a greater proportion of cases the county librarians report

the appropriation as adequate. The average county library appropriation for salaries is only 40% of the whole. Thus larger sums become available for the purchase of books and other essentials than is true with city libraries.

The county library law permits of a levy by the supervisors, the governing body of the counties, of a tax not to exceed one mill on the dollar of the assessed valuation upon all property in the county outside those portions already maintaining public libraries. The supervisors appear to take fully as much interest in the county libraries as the average library board in city libraries, and grant a fair measure of support, in one case, at least, allowing the maximum. The revenue of county libraries may also be increased by action of the school districts whenever these see fit to turn over their book collections and funds to the county libraries for the sake of the better service thereby obtained. Several of the county librarians report such additions to their funds. County library appropriations, it should be observed, are not drawn upon to pay the salary of the county librarian herself, the law specifying that this should come out of the general salary fund of the county. This provision, of course, reduces the percentage of the total appropriation used in salaries.

A somewhat higher proportion of the county library assistants have received training than in the case of the city libraries, though there are more who have had the advantage of a training class or summer school preparation only than are graduates of a full library school course. There is a considerable proportion, too, who had no training until they had entered upon the work. More assistants with a thorough preparation are needed here as well as in city libraries.

The average cost of room and board per month as reported by the county librarians, is \$44.45, while the salary of the trained assistants is close to \$75, many of the county libraries adhering strictly to

this salary standard. But the salaries of the county librarians themselves are not yet on as high a scale as those of the high school teachers, though it would seem that the responsibility that they carry would entitle them to at least equal remuneration. After all, this is one of the most attractive fields of library work, not only in respect to the salary schedule in force, but in the opportunity for pioneer and constructive work.

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## II

### THE COLLEGE AND UNIVERSITY LIBRARY

**By Azariah S. Root, librarian Oberlin College, who compiled this part of the report at the request of Adam Strohm, member of the Committee.**

The questions sent out to college and university libraries were varied from the preceding questions to adjust them to the different conditions prevailing in this class of libraries.

*Question 1.* Please state the amount of library appropriation for the last fiscal year and indicate whether it has proved adequate to give satisfactory service to all departments of the college or university. State percentage of salaries in total appropriation.

The purpose of this question was the same as the question sent out to other libraries, to ascertain whether the library appropriations were large enough to provide adequate book stock and at the same time to pay satisfactory wages. It seems apparent from the answers that the librarians for the most part answered only with reference to the first aspect of the question. Of the 34 replies received, nine expressed no opinion as to whether the amount received was adequate or not. Eleven regarded the amount available as adequate and 14 as inadequate.

As in the case of city libraries, the libraries paying 50% or more for salaries were the ones which for the most part felt their appropriations inadequate, nine reporting this to be the situation and only two expressing the feeling that the



amounts available were adequate. Of libraries paying less than 50% of their expenditures for salaries, eight reported the amount available as adequate and only two as inadequate.

Some light is thrown on this situation by a comparison of the location of the libraries from which the responses came. Of the 11 reporting their funds as adequate, six were located in the New England states. These libraries, in many cases, reported a very considerable amount of their income as being derived from permanent endowment funds. It is easy to see that the earliest settled section of the country with the older institutions located in it is much more likely to possess libraries with book endowments than are the more newly settled portions of the country. In this section, e. g., are found libraries where 88%, 75%, 73% 59%, etc., of the income of the library is derived from permanent library endowment funds.

Viewing the question, therefore, as primarily asking whether book funds were adequate, there seems to be very good reason why such institutions should report themselves as having sufficient appropriation for their needs.

It is interesting, however, on the other hand, to note that it is these very institutions in which the salary per cent is the lowest. Thus the library showing the lowest per cent of salary expenses in relation to the whole income—33%, reports 73% of its income as being derived from permanent library endowment funds, while the institution reporting the highest per cent of salary expense—79%—is entirely dependent upon legislative appropriations.

Of the institutions reporting, two spend from 30 to 40% of their total income on salaries; eleven, 40 to 50%; nine, 50 to 60%; four, 60 to 70%; three, more than 70%. It should be noted, however, in considering this percentage that practically all the institutions reporting did not include their ordinary running expenses, such as light, heat, janitor service, etc., as a part of their expenses, since these are

paid not from the library account but from the general college or university fund.

*Question 2.* How is library appropriation obtained, from the income of the college or university, from endowments or other revenues, or from gifts? State relative proportions. Omitting extraordinary expenses, such as those for new buildings, etc., what proportion does the library income bear to the total income of the institution for ordinary current expenses?

The answer to this question has been partly summarized in the discussion of the preceding question. In general it may be said that a state supported institution is dependent almost exclusively upon state appropriations, very few reporting any considerable part of their income as derived from a permanent endowment fund.

The privately supported institution, on the other hand, makes a fairly good showing of library endowment. Out of the 18 such institutions reporting, 13 reported some part of their income as derived from this source, the amounts ranging from 3% to 100%.

The percentage of the library expense to the entire expense of the institution is reported upon as follows: From 1 to 2%, 1; from 2 to 3%, 5; from 3 to 4%, 4; from 4 to 5%, 4; from 5 to 6%, 4; from 6 to 7%, 1; from 7 to 8%, 1; from 8 to 9%, 2; from 9 to 10%, 2; 10%, 1. Here again the possession of large endowment funds plays an important part, for all the institutions reporting 8% or more are institutions which reported the possession of large endowments.

Between 5 and 6% seems to be about the proper rate of expenditure. Institutions receiving less than 4% find their income as a rule inadequate.

The conclusion from the study of these statistics would seem to be that institutions possessing small or no endowment funds for library purposes should expend at least 5 to 6% of their total income upon the library if that library is to have an adequate book fund and pay adequate salaries.

*Question 3.* How many attendants are

library school graduates? How many graduates of training or apprentice classes? How many are college graduates or have had partial college training? How many had no training before entering library work? Note—(This inquiry refers to heads of departments with full attendant grade, not to those of lower work, such as checking of bills, accounting, or bookkeeping.)

Apparently in making answers to this question, little regard was paid to the accompanying note, for the replies would indicate that all library employees outside of the janitorial service were included.

The 34 libraries reporting, reported 198 employees who were library school graduates, 65 who had had summer school courses or apprentice class or training class course and 87 who had had no training whatever, except in the library in which they were employed. This would indicate that in the college and university libraries reporting, library school graduates are in the ratio of 4 to 3 who had had their training in a brief apprentice or training course or in the library itself. It must be confessed that the showing is a disappointing one. It cannot be determined positively from the reports, but the data seem rather to indicate that those parts of library work which require somewhat detailed and technical training such as cataloging, have been largely cared for by people with library school experience. This to some extent also seems to be true of reference work, while order department work, delivery desk work, and the like, are more likely to be handled by people with lesser training.

As to the question of how far the employees of college libraries are themselves college graduates, the returns are not definite enough to indicate, the majority of libraries putting together college graduates and those who have had partial college training. The very fact that this was so largely done indicates, we fear, that the percentage of college graduates in the service of college libraries is not as large as it ought to be. The reason for this as

well as the reason for the small proportion of library school graduates in the staff will perhaps be discovered when we examine the replies to Question 5.

*Question 4.* What would be the cost of room and board in your town for a woman who would be able to enjoy the social station and amenities worthy of and necessary to the life of the professional class?

The replies to this question confine themselves almost exclusively to the cost of room and board. Here naturally the difference between rural and urban conditions plays a considerable part. Five, all in rural communities, report that board and room can be had for somewhat less than a total of \$500 for the year. Seventeen reported the cost of room and board to be between \$500 and \$600, 10 between \$600 and \$700, and 2 (in city or suburban districts), \$700.

Assuming that the cost of board and room should not exceed one-half of the income of a single woman, this figure should be borne in mind when we come to consider salaries which are discussed in the next question. It seems apparent that in the great majority of the institutions \$600 is the approximate sum required for room and board if the library attendant is to enjoy the social station and amenities which should go with her profession.

*Question 5.* What are the salaries of public school teachers in your vicinity? What are the salaries of your own library employees? What are the salaries of assistants or instructors in other departments of the institution?

It is very difficult to summarize the results of the replies of this questionnaire, particularly as they relate to library assistants. A marked hesitancy to give details and a tendency to generalize are very much in evidence. Facts are given for the most part in relative statements, \$720 to \$900, etc. If, however, we take the minimum given in all cases, we have a fairly exact basis of comparison, as a library is pretty likely not to report the minimum any lower than it actually is. Two report the minimum salary paid as

between \$500 and \$600; eight, as between \$600 and \$700; eleven, as between \$700 and \$800; six, between \$800 and \$900; while one each reported \$900, \$1,000 and \$1,100 as their minimum. The average minimum salary would seem to be between \$700 and \$800.

When we consider that these same institutions reported that the average cost of board and room per year is somewhere in the vicinity of \$600, we see at once the situation in which beginners in library work find themselves. If it be true that board and room should approximate one-half of one's living expenses, it is obvious that beginners in our college libraries can, at the prevailing salaries, "enjoy the social station or the amenities worthy and necessary to the life of the professional class" only by the most rigid economy; by denial of many of the opportunities which a college environment offers; by adding to their regular work, home responsibilities; by spending their out-of-work time in the manufacture of their own garments and by other forms of economy which do not make for a large and growing life.

When library assistants reach higher places, such as reference librarians, head cataloger, the average salary would seem to be about \$1,200 and this would seem to be more nearly adequate to the demands of the position, although certainly permitting no great degree of free spending. In this respect the department heads would seem to be in about the situation of instructors. The average minimum salary here seems to be \$1,000. As instructors are in the main single men or single women, just beginning the work of instruction and with prospects of advancement, their condition would seem to be better on the whole than it is for heads of departments in libraries who have in many cases approximately attained the maximum salary which they are likely to receive. In the larger institutions, however, this salary will continue to rise and the figures submitted would seem to indicate that, in the main, department heads in these institu-

tions correspond roughly in salary to people holding the rank of instructor.

Comparisons with salaries paid in public schools, on the other hand, seem to indicate that grade school teachers average as the minimum salary \$100 less than library assistants, while high school teachers average as a minimum salary about \$200 more than the minimum salary given to library assistants. It should be stated, however, that in the case of graded schools the average is brought down by the extraordinarily low salaries reported by most of the New England states. As one proceeds west, salaries increase for grade teachers until in the far west they seem to equal, if they do not exceed, salaries paid to library assistants. The inevitable conclusion from all this data seems to be that college and university library salaries, particularly the beginning salaries, are inadequate and that in many cases there ought to be a decided increase in the wage offered.

### III

#### STATE, MERCANTILE AND ENDOWED LIBRARIES

By Mrs. Harriet P. Sawyer

**State Libraries**—Of the 12 state libraries filling out questionnaires, only one spends less than 50% of the appropriation for salaries, while only two report an inadequate allowance. The lowest salary percentage reported was 40% and the highest 70%.

Sources of income were naturally the same—appropriations granted by state legislatures, fees and fines.

Of 110 assistants in 11 state libraries 42, or two-fifths, had library school training.

Of 68 remaining, 12 had some library training.

Many reported law or other special training, especially necessary in state libraries, which are largely legislative reference. One librarian said that stenography was so necessary in their library that they found it more satisfactory to get an assistant with that training and teach research

work than to get one with library training.

Replies concerning board and room ran the gamut from a minimum of \$420 to a maximum of \$1,200, the average being \$54.14 per month, which would indicate that living in college towns is higher than in other places.

The salaries of library assistants vary as greatly in state as in public libraries, ranging from \$600 to \$1,800, the average minimum being \$842.66, or \$70.21 per month.

The minimum salary for librarians or heads of departments was \$960, and the maximum \$2,700, for the eight libraries reporting on this point.

The information concerning teachers' salaries was too incomplete for making any comparisons.

**Miscellaneous Libraries** — Under this head are included certain libraries functioning as free public libraries, either general, as the Pratt Institute Library, or special, as the John Crerar Library, but supported by endowment, either separately or in connection with some institution; and also certain libraries, public in the sense that their services are at the disposal of all under the same conditions, but not free. These latter include many institutions of the so-called "mercantile" type. All these are treated below in two groups—"Endowed libraries" and "Subscription libraries."

**Mercantile or Subscription Libraries**—Only one of the six libraries reporting uses 50% of its income for salaries and the librarian reports it as inadequate. The other five report the use of from 12 to 46% for this part of the budget.

The problem of the libraries supported by subscription is in most cases very different from that of a city library. The former are responsible only to a definite, limited group of people of less widely varying demands than is the public library which is expected to serve the needs of the composite growing city population. In a subscription library the growth of the expenses of the library is more nearly proportionate with the growth of the patron-

age, and a smaller percentage is needed for salaries.

The sources of income for this group are mainly a combination of endowment and subscription.

About one-fourth of the assistants in these six libraries had received library school training and about the same number were college graduates. The remainder had taken no special training before joining the staff.

The information was not sufficiently complete for any definite conclusion regarding living expenses.

Only two questionnaires included information regarding teachers' salaries, hence comparison is out of the question. The minimum salary for the library assistant was about \$500 a year and the largest mentioned \$1,800. The heads of departments received from \$1,000 to \$2,500 per year.

**Endowed Libraries**—Reports were received from only seven libraries of this group, and their size and situation vary greatly. The only one using less than 50% of its income for salaries was the John Crerar Library, which has a very large income, out of which a large rental is paid. One reports its income inadequate. Endowed libraries may be handicapped in the same way as city libraries are, as they are usually endowed with a definite duty to perform with their money.

Four of the seven endowed libraries reporting have no library school graduates in their service. One states that it prefers to take young persons and train them in its own methods and the others have apparently followed that principle, with the exception of one library, which employs only library school graduates but draws on its own school for assistants.

In the cities reported upon by these libraries, the minimum paid the grade teacher is \$450, \$30 lower than the minimum paid the library assistant, but four of the libraries start their assistants at \$720 or \$800, other assistants at lower salaries probably being entirely untrained.

## IV

## GOVERNMENT DEPARTMENT LIBRARIES

By George F. Bowerman

The chairman of the Committee to Investigate Salaries has asked me to report on the "Special Washington Situation," that is, on the salary conditions peculiar to the group of twenty-five or more libraries of the departments, bureaus, and offices of the federal government. This special report does not cover the Library of Congress, which as the National Library may be considered in a class by itself or may be grouped with the reference departments of other great libraries, like the New York Public Library; nor the Public Library of the District of Columbia, which is in the same class with other municipal public libraries. Both these libraries fall in other classifications covered by other parts of this report. The libraries here reported upon are only small fractions of great government offices, and since their functions differ widely from ordinary libraries their disabilities are to a large extent unknown and little considered by other librarians.

These libraries fall into two main classes. In the first group, the functions of the libraries are little differentiated from the work of the departments or bureaus with which they are connected and their staffs are for the most part, at least, considered and perhaps properly considered simply as parts of the expert clerical staffs of those offices. The technical work in them does not involve any unusual complexities and the collections are used almost exclusively by the administrative and expert staffs of the departments. Typical of this group are the libraries of the Departments of State, Navy and Justice. Their collections consist mostly of legal and historical material. Satisfactory work in such libraries requires good general educations, the more knowledge of the special subjects contained in the libraries the better, and on the part of some members of the staff first class technical knowledge of the ordinary problems of cataloging and classification. If I rightly

understand their work such libraries do not involve highly complex technical library problems nor participation in complicated research problems.

The other group includes libraries connected with highly specialized governmental offices, devoted for the most part to scientific, sociological, statistical and similar advanced research work. Typical libraries are those of the Departments of Agriculture, Labor and Commerce. Their collections are in many languages and on minute subjects, including a large proportion of pamphlet material, thus requiring a high degree of expertness in classification, cataloging and bibliography to make them available. The library staffs of such libraries serve as research assistants to the experts in the departments; indeed, in some cases, at least, the chief librarians act substantially as directors of research, coördinating the work of investigators engaged in cognate fields. Such libraries are also used somewhat largely by scholars from outside the government service, including students who propound problems by mail.

How are such librarians considered by Congress? By the Civil Service Commission? By the officers of the departments in which they work? And what substantial recognition in the form of salaries are they receiving?

Judging by the debates in Congress and in hearings before Appropriation Committees when library salaries are under consideration and still more by the statutory salaries of librarians fixed by Congress in appropriation acts, most members of Congress seem to have a rather low opinion of the education, training and ability necessary for librarians, and do not have a just idea of the character, complexity and importance of our work and of the necessity for staffs of considerable size, nor do they seem to understand why members of such staffs need a high degree of education, technical training and first rate general ability.

To be labeled a "librarian" seems almost to constitute a handicap in the matter of

statutory salaries. In the case of a number of government libraries, a single "librarian" (so specifically appropriated for) is provided at a salary altogether incommensurate with the responsibility of the post. In hardly any case is a "librarian" (so-called) provided for a government department library in excess of \$2,000. The remainder of the library staff is made up of those who are provided for in appropriations as so many clerks of the first grade (\$1,200), so many of the second grade (\$1,400), so many of the third grade (\$1,600) and so many of the fourth grade (\$1,800) in addition to clerks appropriated for at \$1,000, \$900 and sometimes at smaller salaries. In a number of instances these additional members of the staff are assigned to the library by administrative acts and it is perhaps not known to the appropriating body that they are so assigned. By comparison with chief librarians, their salaries are in some instances fairly good. When in certain instances the other members of the library staff are specifically appropriated for as "catalogers," "library assistants," etc., their salaries usually rank lower than is the case where corresponding additional members of the staff are rated as "clerks" of various grades. In other words, it appears to be more pecuniarily advantageous to do library work and be paid as a "clerk" than to do library work and be paid as a "librarian."

Another handicap against which trained librarianship contends in these departmental libraries is the long-standing lack of appreciation of expert librarianship on the part of the U. S. Civil Service Commission. This condition is well described in an article entitled "The Status of Trained Librarians at Washington" (*Public Libraries* 23:430-31, and *Library Journal* 43:882-83) designed to describe the experience of trained librarians who came to serve the Government during the war. Although somewhat accentuated during war time, the situation there described is not essentially different from the normal. Practically all librarians who enter the government serv-

ice through civil service examinations (and most of them enter it through such examinations) are poured through one grade of "library assistant" with salaries ranging from \$900 to \$1,200 and seldom more. Although the Civil Service Commission plan seems to make insufficient allowance for the technical expertness needed to handle complicated technical material on the one hand or for the research ability needed to help scholars in using it on the other, yet its requirements are none the less preposterous in comparison with the salaries attached to the position. Its announcements of the qualifications for the position of "library assistant" require examinations in library economy, 30 points, cataloging, classification and bibliography, 35 points, German and either French or Spanish, 10 points, education and experience, 25 points, such training and experience to include at least one year's training in a recognized library school or one year in a training class in a library using modern methods, plus one year's experience, or as an alternative for such training, three years' experience in a library using modern methods. For all this the salary is from \$900 to \$1,200. Contrast with these high requirements and low salaries, the Civil Service Commission's announcements covering the grades of "minor clerk" (\$900 with promotion to \$1,000) and "first grade clerk" (\$1,000 to \$1,200). Information from the commission is to the effect that persons who have completed the sixth grade of public school can easily qualify as minor clerks and that persons who have completed the seventh grade can readily qualify as first grade clerks. Other recent Civil Service Commission announcements for examinations calling for educational requirements comparable to those needed to pass the library assistant examination include statistical clerk, \$900 to \$1,400, accounting and statistical clerk, \$1,200 to \$1,620, special agent and research assistant, \$1,200 to \$1,680, assistant inspector, child labor division, \$1,200 to \$1,680 and editorial clerk, \$1,200 to \$1,600.

That there is often a better appreciation of the expert character of library work inside the department is shown by the experience of the Department of Agriculture libraries, that is, its main library and its group of several bureau libraries. The salaries of the main library are fixed by law and efforts to increase them have not been very successful. The bureau librarians and library assistants are in many cases either paid out of bureau lump sum appropriations or are in part, at least, staffed by assistants who stand on the rolls of the bureaus as clerks of the various grades. The greater freedom permitted to the bureau chief has been utilized to pay somewhat more adequate salaries to the bureau librarians and library assistants. This has, however, resulted in an anomalous situation by which the chief librarian of the Department of Agriculture, with the entire administrative responsibility of the main library (35 employees), and the responsibility for the book collections in the bureau libraries (30 employees) is paid but \$2,000, whereas one or two of the branch librarians in charge of the collections in bureaus are paid higher salaries.

It is believed that one of the big handicaps of all government library work is the fact that practically all salaries are statutory. This means that unless a salary is definitely increased in an appropriation act there is no opportunity for promotion except by the death or resignation of somebody higher up and promotion to that position or the difficult process of creating a new position at a higher salary.

At the last session of Congress there was created a Joint Congressional Commission on the Reclassification of Salaries. This commission is expected to make recommendations for the entire government service in Washington, including libraries. It is greatly to be hoped that this commission will recommend a change from the absolute rigidity of the statutory salaries and will introduce the element of longevity increases, conditioned on satisfactory efficiency ratings and other evi-

dences of progressive improvement. In the case of librarians, these elements should include steady improvement in general education and knowledge of current affairs, and increased technical efficiency. Only by keeping the door of hope open can librarians, like other human beings, keep most thoroughly alive and progressive.

The returns from the questionnaires sent to the government librarians indicate that the minimum cost of room and board in Washington is from \$55 to \$70 a month. One return puts it at \$90 to \$100. When the United States Government itself went into the housing business and erected a number of dormitories for war workers, it fixed \$45 a month for room and two meals. This made no provision for luncheons, clothing, laundry, medical attendance, etc., and it is understood that the government is making no profit, but operating at a loss.

The returns show that a very large proportion of librarians, and particularly those engaged in work of a research nature, are college graduates, and many of them library school graduates.

In view of the foregoing facts, I believe that the minimum salary for library work in Washington should be \$1,200. Many trained librarians are working for less than this amount. I also believe that the salaries should range very much higher than the \$2,000 limit, which is exceeded in but one or two instances.

To arrive at proper salary figures for trained librarianship in Washington, I believe it is necessary to make comparisons not with library salaries elsewhere which also range too low, but with positions requiring comparable education, training and experience in the business world and in government administrative and research work. If such standards are taken, government librarians would now be receiving from 50% to 100% higher salaries than at present.

In the case of chief librarians of major government departments the comparison should be either with the bureau chief or

at the very least with the division chief. If with the bureau chief, the librarians of the Departments of Agriculture and of Labor, for instance, would receive \$4,500 or \$5,000 in place of the present salaries of \$2,000. If the rating is with the division chief, the salary of such posts would be \$2,500 to \$4,000.

### REPORT OF THE BOOKBINDING COMMITTEE

During the year the Bookbinding Committee has prepared (a) a leaflet of suggestions on the treatment and care of books in libraries so as to avoid the need of rebinding and repairing; (b) an instruction card with samples showing how to letter library books legibly and with the least expenditure of time, this question seeming to fall within the scope of the committee and one which deserves attention in nearly every library; (the two foregoing items are now in press, May 15); (c) a report of the problems of increased cost of binding, prepared by Miss Wheelock with some assistance from Miss Stiles. This statement is appended to this report.

The committee has also answered a number of inquiries from publishers and libraries, in regard to bookbinding. The American Institute of Electrical Engineers has agreed to use a heavy lining cloth in binding their "Transactions," and to follow other methods which will give the series a more durable binding.

The publishers of the "Encyclopedia Americana" have now submitted samples

in accordance with the specifications prepared by the Bookbinding Committee and forwarded to them January 22, 1917. Further announcement of this will be made by the publishers rather than by the Bookbinding Committee.

The committee has not had the time to prepare a new exhibit of bookbinding work similar to that shown at Louisville in 1917. The requests that still come for this indicate the need of a new exhibit and it is hoped to prepare one during the next year. Most of the work of the committee this year has been done by the other two members rather than by the chairman.

Respectfully submitted.

JOSEPH L. WHEELER, Chairman,  
GERTRUDE STILES,  
MARY E. WHEELOCK.

### Appendix to Report of Bookbinding Committee

The increase in expense of binding, consistent as it is with increases in most lines, affects all libraries at a vital source of supply. Books must be rebound or the collection deteriorates rapidly. The question of rebinding as compared to the cost of replacing with new copies as books become unusable, must still be decided in favor of binding, because of the smaller initial expense and the greater durability of properly rebound books. Besides, the labor of withdrawing worn-outs, of ordering new books in their places and preparing for issue, and the necessary delay between withdrawal from circulation and the

Comparative Table Showing Increases in Prices of Representative Binding Supplies  
1914 to 1919

	1914	1916	1917	1918	1919
Buckram (38 in.)	\$ .25 per yd.	.27	.35	\$.52—.75—.70	\$.70 to .66
Cover board	39.00 per ton	\$72.00 to 80.00	84.00 to 75.00	72.50 to 90.00	90.00 to 78.00
Gold leaf	6.75 per pack	7.25 to 8.00	9.00	9.75 to 11.75	10.75 to 10.00
Leather					
Cowhide	.20 per sq. ft.				.43 to .47
Morocco	.24 to .30	.25 to .35			.45 to .55
(Fiction grade)					
Muslin	.06 per yd. (bolt lots)	.09	.15	.22½ to .17½	.13½ to .11½
Thread, Hayes'	1.20 per lb.	1.75 to 1.85	2.20 to 2.90	2.90 to 3.30	3.30



appearance of the new book ready for use, must be taken into account.

Secretary Glass is authority for the opinion "that while there will be, undoubtedly, a moderate declining tendency in prices of foodstuffs" (which seems to be the basis of the whole economic situation), no permanent adjustment can be looked for until self-sustaining conditions are restored in Europe. For the present, therefore, there seems to be little choice left us but to make the best of the difficult situation.

The accompanying table (p. 85) of prices of several kinds of binding materials showing increases during the past five years, has been compiled from sources representing various sections of the country.

Prices of most materials apparently reached the limit in 1918, all of the larger items having declined perceptibly in cost during the last few months. Prices of occasional articles—paper and glue, for example—still fluctuate with some real or pretended economic or local conditions.

The price of Hayes' thread, which is made in England, has remained stationary at its highest point for several months.

Needles, also largely made in England, and which were very scarce for two years, are now again obtainable.

The scarcity and high cost of leather and the increased cost of the extra labor necessary to bind in leather has made its use practically prohibitive in many libraries. Moreover, the prospect for larger supplies of available stock and a decrease in price are still very remote, according to leather dealers.

The average per cent in increase in cost of binding materials is estimated at far over 100%, and probably not less than 120%.

However, the materials represent only about one-fifth (or even less) of the cost of binding, the other four-fifths being represented by labor. A comparison of binders' union wages scales for four large cities shows that the increases during the period from 1914 to 1919 average from 35% to 40%. While the scale for the western section cannot be given at this time, it is probable that the figures for the four cities, a compilation of which follows, may be fairly representative:

#### Bookbinders' Union Scale of Wages for Finishers, Forwarders and Sewers

		1914 to 1919				
		1914	1916	1917	1918	1919
<b>CHICAGO:</b>						
Finishers .....	\$22.50 per week		\$22.50	\$24.00	\$26.50	\$33.50
Forwarders .....	22.50 " "		22.50	24.00	26.50	33.50
Sewers .....	9.00 " "		9.00	10.50	11.50	14.50
<b>CLEVELAND:*</b>						
Finishers .....					22.00	27.50
Forwarders .....					22.00	27.50
Sewers .....					11.00	15.40
<b>NEW YORK:†</b>						
Finishers .....				28.00	30.00	36.50
Forwarders .....				22.00	25.00	31.50 to \$33.50
Sewers .....				12.00	13.00	18.00
<b>ST. LOUIS:</b>						
Finishers .....	23.00 per week		24.00	25.00	27.50	27.50
Forwarders .....	19.00 " "		20.00	21.00	23.10	24.20
Sewers .....	9.00 " "		9.50	10.50	11.55	11.55

\*No definite scale for lack of a strong union, 1914 to 1917.

†No definite scale due to rival strikes between three different unions, 1914 to 1919.

The union wage scales of the different cities are probably indicative of the demand for and scarcity of labor and of the cost of living in those particular sections, the highest wages being paid in New York. Unlike prices of materials, however, the cost of labor is likely to increase still further during the coming year. Thus it will be seen that no appreciable decrease in cost of binding can be expected with present conditions as to prices of materials and labor.

In consideration of the situation, several measures of economy may be suggested, some of which it should be possible for every library to act upon: (1) The purchase of many replacements of fiction and children's books in the popular copyrights; (2) the resewing of new juvenile and fiction replacements, to be returned to the original publishers' covers after these have been strengthened in the upper and lower folds of backs with strips of binding cloth; (3) the intelligent repair of books and the avoidance of over-repair which handicaps the binder or ruins the book; (4) the selection of a capable binder and of practical binding materials.

The second suggestion seems worthy of emphasis. A few of the large libraries for several years have been resewing new children's books and fiction replacements and returning them to the original publishers' covers which are strengthened by strips of binding cloth inserted in the upper and lower folds of the backs. The experience of these libraries is that a fair proportion of these books wear out in the publishers' covers following resewing, thus saving a considerable amount of labor and cover material which would have been necessary if entirely rebound.

Resewing publishers' covers is a comparatively simple proposition for libraries operating or controlling binderies, and is by no means impossible for libraries having their binding done locally. There would seem to be no reason why libraries buying 100 to 300 fiction replacements and children's books per month should not

consider this method, which has been tried with satisfactory results in several libraries. The first cost must be somewhat more than if books were allowed to circulate until rebinding became necessary, but after a year's trial the saving will become apparent in the gradual reduction and postponement of binding among these classes of books, as well as in the advantage of having the books in their usually attractive publishers' covers for a longer period, and the satisfaction of keeping them in circulation when new instead of withdrawing them for rebinding after a few issues and when in the height of popularity, with covers still in fair condition. The binder would not care to consider work of this kind in lots of less than 100 volumes, the price ranging from 30 cents to 40 cents per volume for the average lot of books, not including extreme sizes, large or small.

The committee is prepared to furnish detailed instructions as to tested methods of this class of work.

Mere reinforcing of the covers of new books as practiced in several libraries some years ago is now such an uncertain proposition owing to the heavy paper used in some books and the spongy paper used in others, that the method has been largely superseded by the overcast sewing, which accomplishes far more for these difficult books than any former methods.

The above report was prepared by Miss Wheelock of the St. Louis Public Library with assistance from Miss Stiles of the Cleveland Public Library, both members of the Bookbinding Committee of the A. L. A.

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#### REPORT ON COMMITTEE ON COÖRDINATION

As coming well within the activities of the Committee on Coördination the following letter received by the chairman from Mr. T. Franklin Currier, of Harvard University Library, is herewith presented:

Since the Library of Congress has proved the practicability of printing catalog cards for bibliographers and institu-

tions it seems a pity that there should be so many independent card printing jobs, especially since these independent schemes with the exception of the John Crerar Library have the disadvantage of not being able to produce extra copies of the cards after the title is once out of print.

My idea is that if each library now printing cards could pay to the Library of Congress what it is at present paying its own printer these cards would mechanically fall within the scope of stock of the Library of Congress, and be accessible to all in just the way that Library of Congress cards are now accessible. There would be no harm it seems to me in leaving these series of cards out of the Library of Congress depository sets and having them specially subscribed for.

The difficulties are, first, those of obtaining uniformity in preparation to the title and in assignment of subject headings. Looking at it from the point of view of our own staff there is, of course, the possibility in editing our cards of making them fit the Library of Congress standards. This would, of course, decrease our production, and I do not feel entirely sure that it would sufficiently improve the cards. The alternative would be the acceptance by the Library of Congress of any title, assuming that it had been prepared with normal accuracy and scholarship. Second, there is the mechanical difficulty of handling and storing the cards at Washington.

Under present circumstances I presume these difficulties are real. The card section has none too much space, and it might necessitate the moving of the section into another building. Personally I see no harm in this, though of course I do know the inside workings of the matter. After all, I feel that the proposition is too big to be thrown down by mere mechanical difficulties of the nature I have referred to.

Mr. Roden was somewhat interested in the plan and said that he would talk it over with Dr. Andrews. He even suggested that political action might be taken in view of the advisability of having in Washington a subject union catalog.

International coöperation among libraries, as part of a movement of still wider scope, has naturally been receiving much thought during the past year. In proof of this, one needs not do more than refer to the meetings of the American Library Institute held in March last, when an en-

tire session (the greater part of a day) was devoted to the subject of international coöperation, four papers in particular (by F. K. Walter; T. F. Currier; J. C. M. Hanson, and F. J. Teggart) having been devoted specifically to the subject of international catalogs. It is noteworthy that all four of these papers were constructive. While admitting the formidable obstacles to an international repository or catalog arising out of divergence in the cataloging practice of different countries, the three authors first mentioned, though approaching the subject at different angles, were in virtual agreement, (1) that such divergence ought not to present any insuperable barrier to the successful compilation of an international catalog, (2) in suggesting remedies for at least some of the difficulties which now confront workers in the international field. Thus, Mr. Currier points out both the desirability and the practicability of making concessions in the Anglo-American rules, in so far as these relate to corporate entry, title entry, and place names and forenames which appear in different forms in different languages—all, it will be seen, sufficiently puzzling questions.

The paper by Mr. Teggart, which comes almost as an answer or supplement to the other three, takes the form of an outline of a plan for an international catalog of humanistic literature, and is issued by Mr. Teggart in his capacity of chairman of Committee V of the American Association of University Professors (on apparatus for productive scholarship).

With Mr. Teggart's permission part of his paper is here quoted. Even at the risk of repeating what may already be well known to some of the readers of the present report, it is felt that a certain amount of repetition is justifiable in a matter of such importance. The quotation follows:

The first step in the program of the association involves the publication of current bibliographies in the various fields of scientific work. At the present time the Royal Society of London is engaged upon a revision of the "International catalogue of scientific literature," and hence

any new project in the major field covered by this index is not now called for. There exists, however, no corresponding international catalog of humanistic literature, and this the association believes should be undertaken forthwith.

The subjects to be embraced in the new index are archæology, history, geography, philology and literary history, classical and oriental studies, anthropology, ethnology, folklore, religion, philosophy, education, economics, political science, sociology—in a word, the varying aspects of one comprehensive and coördinated study of man. That there should be an index to the literature of man is all the more obvious at the present time, when the absorbing interest of thinking people is focussed upon the outstanding problems which confront mankind. Indeed, it is extraordinary that there should be no available bibliographical source to which we may turn in order to follow the international literature of the discussions now occupying the attention of the world. No more substantial contribution to the furtherance of knowledge could be made by American efforts than the publication of a full and complete index of this character.

The aim of the association is the creation of an index, international in scope, which will take the place of all such bibliographical aids as have been issued in the field of humanistic study. The index will be inclusive and comprehensive in the fullest sense, both in regard to subject matter and to language. The list of periodicals, society publications and governmental publications to be analyzed will be submitted for the criticism and approval of librarians and specialists. The index will be cumulative, a form of publication rendered familiar by the *Readers' guide to periodical literature*, comprising monthly parts, with an annual bound volume and a final volume covering a term of years. By this means the inevitable tendency of all "annual" bibliographies to fall increasingly into arrears will be avoided, and the literature will be made available when most desired—that is, when it has just appeared.

The work will be carried out under the immediate critical supervision of specialists in the various fields of study represented, with the advice and coöperation of librarians and those engaged in reference work.

The great obstacle which confronts all American efforts toward scholarly production is the great cost of printing and publishing in this country as compared with Germany and other parts of Europe. If,

however, the United States is to take its place in the new world of the future, and to share in the responsibility of intellectual leadership, we must undertake to do by coöperation what in Germany would be done with governmental supervision and support. The American Association of University Professors asks, therefore, for the assistance of the librarians of our great university and public libraries in making possible the publication of the international catalog of humanistic literature. What is needed, at the outset, is a guarantee of five hundred dollars\* a year, for five years, from fifty institutions, an expenditure which may be expected to be reduced as the sales of the index are extended. It is manifestly upon the contributions of the larger institutions that this important international enterprise can be undertaken, and the association urges, therefore that this plan for a distinctively American contribution to the study of man should receive your early and favorable consideration.

The importance of Mr. Teggart's project and the assistance it will afford to scholarly research must be evident.

C. H. GOULD, Chairman.

#### COMMITTEE ON FEDERAL AND STATE RELATIONS

The Committee on Federal and State Relations respectfully reports that during the year it has continued to be watchful in regard to library matters.

In July we took up the question of the free distribution of copies of newspapers to libraries, the continuance of which distribution was threatened by the War Industries Board.

We have also continued our efforts in the interest of the repeal of the zone system of postage, and the return to the two cent postage upon letters, and one cent for post cards. The latter change has been made in the law, but the zone system has not yet been abolished. We recommend that efforts to achieve this result be continued during the coming year.

We were informed that the Official Bulletin was no longer to be sent to public

\*This may be regarded as equivalent to five subscriptions to the index at the rate of one hundred dollars, which is approximately the cost per copy of the subsidized "International catalog of scientific literature."

libraries, and we took up the matter in December, with satisfactory results. The appropriation for the publication of this bulletin not having been renewed by Congress, its free distribution ceased upon April 1.

In January we were asked to protest against a ruling by the Post Office Department that they would not admit to second-class postal privileges the bulletin of the Vermont Library Commission, because it published the names of publishers and the prices of the books, such publication being considered an advertisement. We endeavored to secure the reversal of this action by the Post Office Department, and filed a brief with them. We were informed that the names of publishers would be permitted, but not the insertion of prices. We hope that a further revision of this order may be obtained, inasmuch as the insertion of the price of a book is, by no fair contention, the advertisement of the publication. The *Library Journal* printed an account of this matter in the spring.

We were informed in February that there was an organization calling itself the American Library Association of California, and we recommended that proper legal proceedings be instituted by the executive board, acting for the Association, to restrain the continuance of such proceedings, inasmuch as this organization, through a similarity of name, was inducing people to pay money to it, and because our Association had recently been raising money by popular subscription, for war service purposes, and might in the future desire again to raise money, and find itself incommoded therein, because of the action of this other organization. We felt that it was very dangerous to allow any continuance of what appeared to be an encroachment upon our legal rights. After the matter was brought to the attention of the president of the Association, and through his vigilance, the American Library Association of California agreed to stamp on all stationery and publicity mat-

ter, the phrase, "Not connected with the American Library Association," or words to that effect. This will be a useful precedent, in case of any future infringement upon our name.

BERNARD C. STEINER, Chairman.

#### REPORT OF COMMITTEE ON WORK WITH THE BLIND

At the request of the Commission on Uniform Type for the Blind, transmitted through its executive secretary, H. R. Lattimer, the Committee on Work with the Blind has undertaken to keep a complete, up-to-date list of bibliographical data of all embossed publications in Revised Braille, grade one and a half, recently chosen as the uniform embossed type for the United States.

The Perkins Institution and Massachusetts School for the Blind at Watertown, Mass., having been enrolled by the A. L. A. as sponsor for the subject of "Blindness and the blind," will be the depository for these records, and the author card catalog will be in care of the librarian, Miss Laura M. Sawyer.

The committee plans to issue, from time to time, printed lists of additional publications available for purchase.

Mrs. Gertrude T. Rider has supervised the work of volunteers in preparing handwritten articles in Revised Braille for the use of blinded soldiers and sailors at the Red Cross Institute for the Blind in Baltimore, Md., and Miss Lucille A. Goldthwaite and Mrs. Rider have edited the May and June numbers respectively of the *Matilda Ziegler Magazine* for the Blind.

All special libraries for the blind have been called upon to render material assistance to those wishing information and instruction to equip themselves to be useful to those returning from the war blinded.

New publications: "Five lectures on blindness," by Kate M. Foley, home teacher of the blind, California State Library, issued in pamphlet form. In a foreword Mr. Milton J. Ferguson, state librarian, says: "They were addressed not to the

blind, but to the seeing public, for the benefit that will accrue to the blind from a better understanding of their problems."

"The Blind; their condition and the work being done for them in the United States," by Harry Best (Macmillan, 1919). Contains chapter entitled "Libraries for the blind," pp. 442-449 inclusive.

The committee suggests and recommends that libraries of embossed books standardize their catalogs in two respects: (1) In the designation of types; (2) in the division of subjects.

Years of observation and experience convince the chairman that attention should be given to the needs of the semi-blind and that suitable reading matter in large clear type should be provided for them. Many of this large class have no inclination to undertake the laborious task of finger reading, and are therefore deprived of the pleasure of reading.

For the Committee,

EMMA R. N. DELFINO, Chairman.

#### REPORT OF COMMITTEE ON NOMINATIONS

The Committee on Nominations has presented its report to the Executive Board, and nominates the following members to the elective positions to be filled at the Asbury Park Conference:

For President: Chalmers Hadley, librarian Denver Public Library.

For First Vice-President: George H. Locke, librarian Toronto Public Library.

For Second Vice-President: Cornelia

Marvin, librarian Oregon State Library.

For Members of Executive Board (for term of three years each):

Carl H. Milam, director Birmingham Public Library (associated with the Library War Service since January, 1918).

Edith Tobitt, librarian Omaha Public Library.

For Trustee of the Endowment Fund (for term of three years): E. W. Sheldon, trustee New York Public Library.

For Members of Council (for term of five years each):

Miriam E. Carey, field representative, Library War Service.

Bessie Sargeant Smith, supervisor of smaller branches and high school libraries, Cleveland Public Library.

Phineas L. Windsor, librarian University of Illinois.

Lloyd W. Josselyn, librarian Jacksonville Public Library.

C. C. Williamson, chief division of economics, New York Public Library.

The Committee on Nominations comprised the following:

Alice S. Tyler, chairman; Mary E. Hazeltine, Margaret Mann, Andrew Keogh, Herbert S. Hirshberg.

The report, in compliance with Section 2 of the Bylaws to the Constitution, has been adopted by the Executive Board, and its publication in this special Bulletin complies with the constitutional requirement that it be published in the Bulletin at least one month prior to the annual meeting of the Association.